



## Position Description

Title: Case Manager		
FLSA Class: Non-Exempt	EEO Category: Professional	WC Class: 8861
Job Title #1000113	Salary Grade:	
Date Approved: April 5, 2018		
Revision Date: Jan 19, 2019	Job Class: Multiple	
Revision: FLSA Status	Purchasing Authority: 1	

### Purpose of Position

The Case Manager advocates for the client and ensures that clients are receiving all needed services and resources, as outlined in the treatment plan or plan of service, and ensures those services are efficiently coordinated.

### Major Duties (\*Essential Element)

- Ensures resources/services are available for the client as outlined in the client's plan, and documents those resources/services.\*
- Facilitates communication and reporting amongst all pertinent team members, both internal and external\*
- Engages in crisis intervention with youth\*
- Arranges or provides transportation for youth to community appointments.\*
- Meets with youth at least weekly or as specified\*
- Maintains and documents weekly contact with agencies/parents\*
- Coordinates and communicates with other departments for scheduling and treatment\*
- Maintain an updated agency mailing list
- Prepares information for psychiatric medication reviews
- Schedule staffing reviews for all youth on the caseload as specified. Clearly communicate the schedules to all treatment team members, both internal and external\*
- Participate in team meetings, department meetings, etc.
- Coordinate school enrollment, disenrollment, and transfer of caseload

- For assigned admissions, meet with parents, caseworkers and guardians to complete paperwork as well as conduct assessments, gather client documentation, distribute client information to the appropriate staff, and enter client data into Electronic health record. Ensure client is supported through transition to the cottage.
- For discharges, ensure all paperwork, medications, personal belongings, and notification is in order and complete and safely delivered to the child and guardian.
- Other duties as needed for the betterment of Great Circle

### Working Conditions

Office environment. Lighting and temperature adequate. Some exposure to noise and crisis situations.

### Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Budget Responsibility

None

### Supervisory Responsibility

None

### Qualifications

Strong customer service focus, excellent time management, organizational, oral and written communication skills. Must be proficient in Word, Excel and email applications.

### Required Education and Experience

- Bachelor's degree in a behavioral science or related degree
- Must be at least 21 years of age
- Able to obtain a class E driver's license and meet Great Circle requirement for driver's insurance

### Preferred Education and Experience

- Experience in social services, residential treatment, education, or other related field
- Previous experience working with children/families in a trauma informed environment

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature: \_\_\_\_\_