



## Position Description

Title: Therapeutic Foster Care Case Manager		
FLSA Class: Non-Exempt	EEO Category: Professional	WC Class: 8861
Job Title 180003	Salary Grade:	
Date Approved: 12/5/2015		
Revision Date: 1/19/19	Revision: from CTH CM FLSA Exemption Status Change	

### Purpose of Position

The Therapeutic Foster Care Case Manager is responsible for linking a child to all necessary medical, mental health, educational, vocational, social and support services in a therapeutic foster home setting as deemed appropriate through the coordination of Great Circle and the referring agency. This position works to enable the child to be maintained in the least restrictive placement and to transition back to his/her family and community of origin. This position reports to the Director of Community Based Services.

### Major Duties (\*Essential Element)

- Recruit families to contract with Great Circle
- Serves as liaison between families and Great Circle
- Continuously works toward permanency for each child in the program with the assistance of the team
- Secures all services necessary for each youth
- Manages 12-15 youth placed in the homes.
- Visits weekly with youth upon initial placement
- Follow up visits at least every other week, or additionally as needed
- Available to respond to crisis situations as needed
- Available by phone 24 hours a day to children and families
- Works with youth's biological family, or other identified resource to maintain communication and visitation as appropriate
- Meets face-to-face with families weekly when residents are placed in the home and monthly if no youth are currently placed in the home.

- Coordinates and facilitates quarterly staffing reviews on all youth, which should include referring agency, therapeutic family, child, and biological family/identified resource.
- Attends court hearings, family support meetings, and other treatment related meetings.
- Completes admission intake paperwork within the identified timelines, and completes monthly update letters to parents, agencies, and others in treatment team. Completes quarterly reassessment reviews every 90 days
- Ensures all families are meeting their annual training requirements in order to keep their license as foster parents
- Provides documentation of all training to the training department
- Completes a competency checklist on all families on an annual basis, to be kept in Great Circle personnel files.
- Markets program to referring agencies
- Works closely with admissions and social services regarding open beds and referrals
- Maintains relationships with referring agencies through regular phone contact and documentation of progress of youth.

#### Working Conditions

Work environment varies due to home visits. Some exposure to noise.

#### 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. Must be able to drive to visit various homes and attend meetings. 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, oral and written communication skills. Must be able to prioritize multiple tasks.
- Able to respond to crisis situations with an appropriate level of urgency and decisiveness.
- Must be proficient in Word, Excel and email applications.
- Must have a good driving record and be able to obtain a Class E driver's license within 2 weeks of hire.

Required Education and Experience

- Bachelor's degree in social work or other closely related degree.
- At least one year of working with family systems and utilizing community resources.

Preferred Education and Experience

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

Employee: \_\_\_\_\_ Date: \_\_\_\_\_