

## Job Description

**EFFECTIVE DATE:** July, 2002  
**REVISED DATE:** 5/06; 5/07; 5/08; 7/08

**TITLE:** **CHILDREN'S CASE MANAGER**

**REPORTS TO:** Clinical Manager, Children's Community Services  
**SUPERVISES:** None

### POSITION OBJECTIVE:

Provide targeted case management services in the home and community to children severely emotionally disturbed with both direct and indirect services to clients assigned to caseload.

### POSITION REQUIREMENTS:

- Bachelors degree or higher in a social service discipline
- Certification or certification eligibility by Medicaid as Children's Case Manager
- One year experience working with severely emotionally disturbed children
- Good driving record and ability to provide own transportation to clients home and other service locations
- Successful completion of background screening

### SKILLS NECESSARY:

- Clinical documentation skills
- Oral case presentation skills
- Time management skills
- Knowledge of children's issues and treatment for emotional and behavioral symptoms
- Ability to design, deliver and ensure highly individualized services and supports

### ESSENTIAL JOB FUNCTIONS:

- Screen referrals from all sources within designated time and respond with appropriate recommendations
- Orient clients to program philosophy, expectations, services available, client rights and other pertinent information
- Coordinate the overall planning of services. Link client with necessary services, monitor provision of services, and advocate on client's behalf
- Complete needs assessments and service plans for all clients on caseload within the proper time period
- Conduct face to face/home visits at least once per month per client, and more frequently if needed
- Provide support and crisis intervention as needed
- Arrange for aftercare and discharge planning
- Submit timely, complete and accurate documentation of each service event including behaviors and progress in treatment
- Arrange, assist, or provide transportation as needed
- Participate as necessary in FSPT and MDT staffings
- Demonstrate respect for and maintain good rapport with clients, family members, etc.
- Demonstrate ability to access and employ community resources. Maintain positive relationships with community and referral agencies
- Link and/or train client in the use of community resources
- Provide accurate, current service logs
- Monitor case load and keep information current
- Attend in-service training programs and professional workshops to upgrade skills and knowledge
- Provide QI data as required