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CASE MANAGER – POSITION DESCRIPTION

The Family Works case manager is required to:

- Provide Case Management Services to Families involved with DCS/Probation
- Work afternoons into early evenings
- Work weekends, if needed

The case manager is responsible for managing a case load of 8 - 10 families depending upon the family's needs. The case manager must have 19.0 hours of productivity weekly. Productivity includes the following: face-to-face contact with the family, crisis calls, intervention calls, attendance at Child and Family Teaming Meetings, attendance at Juvenile Probation Meetings, and attendance at Court. The balance of the case manager's time is spent driving to and from client's homes, collateral contacts as needed, emailing or calling case managers/probation officers with weekly updates, monthly reports, etc.

Home-based Caseworker Services (HCS) provides any combination of the following kinds of services to the families as approved by DCS/Probation:

Home visits, participation in DCS case planning, supervised visitation/reunification, coordination of services, conflict management, emergency/crisis services, child development education, domestic violence education, parenting education/training, family communication, facilitate transportation, participation in Child and Family Teaming Meetings, family reunification/ preservation, Reactive Attachment Disorder, foster family support, advocacy, family assessment, community referrals and follow-up, develop structure/time management, behavior modification, budgeting/money management, meal planning/preparation, parent training with children present, monitor progress of parenting skills, community services information and develop long and short-term goals.

QUALIFICATIONS:

- Bachelor's Degree in Social Work, Sociology, Psychology or a directly related human service field from an accredited university.
- Must possess a valid driver's license, insurance and have the ability to transport self and clients as needed to appointments related to the client's specific needs.
- Bilingual skills are not required but are considered an asset.