



POSITION: CASE MANAGER

REPORTS TO: This position reports to the Case Manager Supervisor.

PURPOSE: The Case Manager will provide ongoing support to the Shelters. The overall goal of this position is to enhance the quality of client management and satisfaction, to promote continuity of care and cost effectiveness through the integrating and functions of case management, utilization review and discharge planning. This position requires an ability to maintain strict confidentiality and handle information with tact and diplomacy.

EMPLOYMENT CATEGORY: This position is considered NONEXEMPT under the Fair Labor Standards Act (FLSA) 29 CFR 778.415 – 778.421. NONEXEMPT employees are entitled to overtime pay under the specific provisions of this law.

FUNCTIONAL RESPONSIBILITIES:

Under the supervision of the respective therapist:

- Collaborate with clinical staff in the development and execution of the plan of care and achievement of goals.
- Studies the history of clients, discusses with therapists the client's needs and problems.
- Coordinate treatment planning meetings notifying all involved parties.
- Obtain all necessary signed consent to treat documents from the legal guardians.
- Promote effective and efficient utilization of clinical resources.
- Mobilizes resources as needed to achieve expected treatment goals.
- At the request of the therapist, review the active charts to ensure compliance.
- Participates in the Quality Improvement Program and attends Committee Meetings as needed.
- Develop relationships with representatives in other agencies to support individuals in attaining services.
- Coordinate, prepare and maintain required charting and documentation in timely and thorough manner.
- Adhere to all client confidentiality requirements and standards.



EMPLOYMENT STANDARDS:

- Bachelor Degree in Social Work, or equivalent field
- 2 years experience working with children
- Effective verbal and written communication skills
- Strong and timely documentation and assessment skills
- Strong team/consensus building skills
- Ability to effectively resolve conflict and cope with crisis situations

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____