

**POSITION**

Treatment Foster Care/Independent Living Case Manager

**POSITION SUMMARY**

The Case Manager will work with the Coordinator in all aspects of a Treatment Foster Care program, as well as a similar process for Independent Living. These programs are based upon the recognition that multi-problem children and youth have a wide range of needs not always adequately met by traditional residential programs alone. Such alternate living programs are essential for youth at either end of the treatment continuum, that is, prior to or after residential treatment.

**SPECIFIC RESPONSIBILITIES** include, but are not limited to:

1. Act as case manager for all assigned youth in Treatment Foster Care and Independent Living. This is not expected to be a clinical position.
2. Maintain necessary state relationships with licensing and other regulatory bodies, including familiarity with relevant rules and regulations.
3. Assist Coordinator in recruiting prospective Treatment Foster parents and arrange training for those chosen for licensing.
4. Assist Coordinator with on-going training for and evaluation of all program participants, including the meeting of training standards for licensing.
5. Coordinate periodic staffings whereby service providers, referring agents, and parents or significant others come together for treatment plan review and direction.
6. Assist with agency in-service training as needed and directed.
7. Keep appropriate records/statistics in order to facilitate and enhance program evaluation efforts.
8. Function on agency quality assurance committees or other special committees as assigned.
9. Attend regular supervisory conferences with planned agenda.
10. Enhance professional growth by reading, attendance at conferences, and in-service training.
11. Assist with the writing of grant proposals to supplement program funding, as directed.
12. Assume additional responsibilities as assigned by Coordinator and/or Director of Community Services.

## **QUALIFICATIONS**

Bachelors Degree in Social Work or related field required; must be licensed or license eligible. Previous experience with children and youth in foster care and/or independent living preferred. Must have excellent planning and time management skills, be able to work with a wide variety of professionals and non-professionals.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Low to moderate stress, planned periods of increased activity, mostly sedentary. Some travel, usually within county.

## **JOB RELATIONS**

Supervised by:	TFC/IL Coordinator
Supervises:	None
Promoted from:	No formal line of promotion
Promoted to:	No formal line of promotion

