**Case Worker**

­­­­­­**Department**: Group Living **Job Status:** Full-time

**Reports to:** Program Director & Treatment Coordinator **FLSA Status:** Non-Exempt

**Positions Supervised:** None **Amount of Travel:** 10%

**Work Schedule:** 9AM-5PM Monday-Friday and as needed.

**POSITION SUMMARY:**

A Woodward Academy Case Manager assists our students by assessing their treatment needs; developing, monitoring, and evaluating treatment plans and progress; facilitating interdisciplinary approaches while in our care and when returning back to the community, maintaining compliance with all in and out of state federal and state requirements and working with referring workers and other community resources in supporting our students progress.

**Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

* Maintain a maximum of 15 student cases and up to 10 individual BHIS counseling sessions.
* Coordinate with staff regarding admissions.
* Manage all activities with court and referring agencies regarding admissions and discharges.
* Manage discharges and transportation of youth.
* Direct resource person for outside systems-JCO’s and DHS.
* Write and prepare all initial care plans and progress reports, (90-day, 180-day, 270-day and discharge).
* Direct all staffings with Juvenile Court Officers, Department of Human Services workers, and families.
* Notifying the appropriate people of staffings and/or meetings.
* Maintain a calendar of all staffing and court dates for students.
* Oversee all CACT renewal is up to date.
* Oversee that all guidelines (re: written reports and correspondence) are followed as required by the court and the referring agency.
* Communication of treatment needs with team.
* Communicate with Program Director and administration about floor issues.
* Direct communication with JCO, parents and service workers regularly.
* Closing student file upon discharge.
* BHIS individual and notes for sessions.
* Family contact monitoring daily, weekly, and monthly.
* Completion of outcome measures for state contracts.
* Recidivism calls and in-person visits.
* RAC and CAP audits as needed.
* Completing scorecard measures for family outcomes.
* Track all admitting packet work and obtain missing documents.
* Gather collaborations for all reports that include the therapist, the BHIS group provider and BHIS individual provider.
* Management and Completion of assessments (TOPS assessment, Case Life Skills, JSSOTR and CR Treatment Review).
* Organization of tracking systems to include spreadsheets of due dates, court dates, phone calls etc.
* Set up, participate and document staffings and Family Team Meetings and CFT meetings.
* Develop and maintain transitional planning for students that include outpatient services, school attendance, support systems in the community, school and home. Documents all upcoming medical appointments following discharge.
* Set up and make arrangements for home passes, hotel passes and visits.
* File all student’s paperwork and/or update the electronic medical record.
* Attend scheduled meetings to include team meeting and case manager meeting weekly.
* Abide by The Health Insurance Portability and Accountability Act of 1996 (42 USC & 201 et seq.)
* All other duties as assigned.

**POSITION QUALIFICATIONS:**

* Accountability - Ability to accept responsibility and account for his/her actions.
* Accuracy - Ability to perform work accurately and thoroughly.
* Communication, Oral - Ability to communicate effectively with others using the spoken word.
* Communication, Written - Ability to communicate in writing clearly and concisely.
* Detail Oriented - Ability to pay attention to the minute details of a project or task.
* Decision Making - Ability to make critical decisions while following company procedures.
* Interpersonal Relationships – Ability to develop a strong association among individuals that they are working with and communicate effectively with others, whether colleagues, customers or clients.
* Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
* Organized - Possessing the trait of being organized or following a systematic method of performing a task.
* Self-Development - Taking steps to better yourself, such as by learning new skills or improving current skills and recognizing and changing bad habits.
* Tactful - Ability to show consideration for and maintain good relations with others.
* Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

**SKILLS & ABILITIES:**

**Education/Experience:**  A caseworker shall have a bachelor of arts or bachelor of science degree in social work, psychology or a related behavioral science, plus two years of supervised experience; or a bachelor’s degree in social work with one year of supervised experience; or six years of supervised child welfare experience in residential care or a combination of advanced education in the behavioral sciences and experience equal to six years.

**Other Skills:** Must maintain flexibility in a fast-paced changing environment.

**PHYSICAL DEMANDS**

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| --- | --- |
| **Physical Demands**  | **Lift/Carry**  |
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|  |  |
| --- | --- |
| Stand  | O (Occasionally)  |
| Walk  | F (Frequently)  |
| Sit  | O (Occasionally)  |
| Handling / Fingering  | F (Frequently)  |
| Reach Outward  | F (Frequently)  |
| Reach Above Shoulder  | O (Occasionally)  |
| Climb  | O (Occasionally)  |
| Crawl  | N (Not Applicable)  |
| Squat or Kneel  | O (Occasionally)  |
| Bend  | O (Occasionally)  |

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|  |  |
| --- | --- |
| 10 lbs or less  | F (Frequently)  |
| 11-20 lbs  | O (Occasionally)  |
| 21-50 lbs  | O (Occasionally)  |
| 51-100 lbs  | O (Occasionally)  |
| Over 100 lbs  | O (Occasionally)  |

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| **Push/Pull**  |
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|  |  |
| --- | --- |
| 12 lbs or less  | O (Occasionally)  |
| 13-25 lbs  | O (Occasionally)  |
| 26-40 lbs  | O (Occasionally)  |
| 41-100 lbs  | O (Occasionally)  |

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|  |  |
| --- | --- |
| **N (Not Applicable)**  | Activity is not applicable to this occupation.  |
| **O (Occasionally)**  | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  |
| **F (Frequently)**  | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  |
| **C (Constantly)**  | Occupation requires this activity more than 66% of the time (5.5+ hrs/day)  |

 **Other Physical Requirements**

Vision (Near)

Sense of Sound (normal conversation and telephone)

It is an essential function of the job that staff be capable of participating in physical training activities and be able to physically perform Emergency Safety Interventions (ESIs) when necessary.

**WORK ENVIRONMENT**

The work environment is that which is typically found in a business office.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

**I have read & understand the contents of this job description as it relates to my job. I also verify, by signing this form, that I am physically able to perform all of the functions of my job. Your employment status will be contingent upon the results of a national criminal history record check to include fingerprints.**

Employee Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Human Resources Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_