ABRAHAM YOUTH & FAMILY SERVICES, LLC

JOB DESCRIPTION

JOB TITLE: Residential Case Manager

IMMEDIATE SUPERVISOR: Director of Services

DESCRIPTION:
Position is responsible for the coordination and implementation of all Independent Living Skills services offered to clients. This position is responsible for overall case management of clients, to include medical, counseling, educational, vocational, and recreational services. Duties include but are not limited to intake, implementing treatment plans, conducting individual and group psycho-educational counseling, creating monthly reports, discharge planning, and re-evaluating clients' needs for continued stay. This position is responsible for facilitating, (psycho educational, Substance Abuse, Anger Management, Life Skills, Family and Parenting) groups, if needed. This position will act as a liaison between clients, referring agencies and other communities based organizations providing crisis intervention as needed. Advocating for the clients, whenever necessary experience with family systems, juvenile courts, crisis intervention, and parenting skills helpful. A cell phone, home telephone and a DMV license is required.

TASKS:

Provides short-term case management to client caseload.
Provides clients with consulting and additional referral to community resources.
Provides crisis intervention.
Maintains confidential client records and statistical data on caseload.
Keeps current with knowledge, availability, and quality of community resources and individual profession trends.
Maintains license and/or certification.
Provides consultation to supervisor/directors; performs other duties as assigned.

REQUIREMENTS:

SKILLS:
Willingness to work in stressful situations
Case management
Client documentation
Oral and written communication
Group and individual counseling
Crisis intervention
Treatment plan development

KNOWLEGED OF:
Funding Sources
Community Resources
Counseling Interventions
Computer software

TRAININGS' CERTICATIONS:
CPR/FIRST AID
Behavior Management Techniques

OTHER:
DMV license
Cell Phone
Department of Health Professions License

Initial _____

MINIMUM QUALIFICATION:

Meets the qualifications of a Qualified Mental Health Professional Adult (QMHP-A), Qualified Mental Health Professional-E (QMHP-E), or meets the qualifications of a Qualified Paraprofessional in Mental Health (QPPMH).

Acknowledgment of Receipt

I have read, understand, and agree to fulfill the duties and roles described in this job description. I clearly understand that ABRAHAM YOUTH & FAMILY SERVICES, LLC reserves the right to modify this description at any time and that I may be required to fulfill the duties and responsibilities in the modified version to maintain my contract with ABRAHAM YOUTH & FAMILY SERVICES, LLC

Employment Status (please check and initial which apply)

☐ Independent Contractor (1099) _____ _____

☐ Part-time employee _____ _____

☐ Full-time employee _____ _____

(Eligible for benefits, paid time off)

Case Manager	(print)	(sign)	(date)
Director of Services	(print)	(sign)	(date)