



Case Manager, Treatment Foster Care Program, Lithia Springs

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

POSITION SUMMARY: Provide case management, counseling and skills training to an assigned caseload, working in collaboration with the Primary Therapist and Program Manager.

QUALIFICATIONS:

- Bachelor's degree in Social Science or related field required.
- Minimum two years experience working with at-risk youth required.
- Driving: must have a good driving record, valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Current First Aid and CPR certification required.
- Must pass a Criminal History Check.

SKILLS AND ABILITIES:

- Basic understanding of adolescent developmental issues and treatment needs for at risk youth.
- Ability to work collaboratively with other personnel or professionals.
- Must be culturally competent & sensitive.
- Good writing and verbal skills.
- Good organizational and time management skills.
- Good counseling skills.
- Able to deal effectively with crisis situations.
- Ability to take initiative as appropriate.
- Ability to complete tasks as required.
- Appropriate professional boundaries.

ESSENTIAL FUNCTIONS: (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

Agency Responsibilities:

- Promote the agency in a positive manner to fellow staff and the community.
- Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.
- Maintain a positive, professional demeanor.
- Maintain confidential information concerning the agency, clients, and program organizational plans, policies and strategies.
- Adhere to program expectations for employee conduct with youth, co-workers, families, and professional community.
- Learn and follow all Community Works and Lithia Springs policies, procedures and program agreements

Service Delivery Skills Using Evidenced Based Principles:

- Provide services according to the program’s mission, policies, procedures, and service delivery philosophy.
- Participate in the planning, delivery, and documentation of BRS services under the direction of Lead Staff.
- Consistently provide corrective feedback and behavioral reinforcements utilizing the Truthought vocabulary and concepts of: Responsible Thinking; Thinking Barriers and Tactics.
- Ensure that youth follow program rules and structure. Apply agreed upon consequences with consistency.
- Intervene with youth utilizing “carefrontation-vs-confrontation.”
- Utilize Motivational Interviewing to determine progress; intervene with individual youth, and make treatment decisions.
- Facilitate all treatment related groups and/or activities utilizing program adopted evidenced based curricula to provide structure and consistency.

Program Responsibilities:

- Ensure quality, effectiveness, efficacy, and efficiency of residential program, keeping Program Manager well informed of issues.
- Align residential program with Community Works/Lithia Springs Programs’ (CW/LSP) mission, vision, values, policies, and procedures.
- Work in collaboration with Therapist and Program Manager to present/staff new youth at staff meetings prior to arrival.
- Orient youth to program at entry: check-in, medications, clothing inventory, searches, provide level book; and introductions to youth and staff.
- Participate in Comprehensive Assessment process with Therapists.
- Generate BRS Service Plans for assigned caseload in conjunction with Therapists.
- Schedule meeting to review/approve Service Plan with JPPO/Case Worker within 45 days of youth’s entry.
- Provide and document individual counseling and/or skills training with youth on caseload as identified in Service Plan a minimum of 2 hours weekly.
- Support residential staff in providing skill training groups to meet BRS requirements.
- Provide individual support to youth on caseload to ensure steady progress through program level system.
- Report on youth progress bi-weekly at residential staff meetings and document results.
- Work in cooperation with Therapist, A/D Counselor, educational team and residential staff to plan/implement interventions.
- Coordinate home visit process: petition, transportation, communication with OYA/DHS and LSP staff, review of Home Visit Evaluation completed by family, etc.
- Document progress at 90 day intervals and adjust Service Plan goals & objectives in all BRS areas.
- Provide case management support to youth as needed (e.g.:medical/educational appointments, vocational support, personal needs).
- Schedule meeting to develop and agree on Aftercare/Transition Plan 30 days prior to planned program completion with JPPO/Case Manager and service team.
- Provide and document aftercare services for a minimum of 90 days including Discharge Summaries as identified in Aftercare/Transition Plan.
- Participate in scheduled supervision with Therapist or Program Manager minimum of twice month.
- Attend all meetings and trainings as required.

Position Name	Position Reference #
Case Manager - Treatment Foster Care Program, Lithia Springs Programs (Position is regular .5 FTE)	1008-300GD
Send your Cover Letter & Resume to be considered for this position. Please include the position name and position number in your cover letter.	

By EMAIL:	
staffing@community-works.org	
By MAIL:	
Attention: Staffing, 900 E. Main St., Medford, OR 97504	
By FAX:	
Attention: Staffing, (541) 779-3317	
Closing Date	Or Open Until Filled
	XXX

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