



Case Coordinator, 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: position is responsible for providing case management services to youth who are in the Treatment Foster Care program.

QUALIFICATIONS:

- Bachelor's degree in Social Sciences or related field required.
- Minimum one year experience working with high-risk youth and their families.
- 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:

- Must be culturally competent & sensitive.
- Must have basic understanding of adolescent developmental tasks and treatment needs for the population.
- Good writing, verbal skills, and computer skills.
- Good organizational skills and time management skills.
- Good interpersonal skills and ability to work effectively with others.
- Ability to deal effectively with crisis situations.
- Good administrative skills and 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.)

- Promote the agency in a positive manner to fellow staff and the community.
- Encourage teamwork through 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.
- Participate in the CW training program.

Case Coordinator Responsibilities:

1. Ensure all paperwork is completed in a timely manner.
2. Provide crisis intervention when Program Manager is not available.

3. Ensure 2-3 appropriate recreational activities are planned, provided and documented weekly for each youth.
4. Participate in developing and implementing an orientation and training program in cooperation with Program Managers and Therapists to prepare and support Foster Parents in performing their jobs.
5. Support all systems necessary to meet contractual, licensing, and safety requirements as allocated by Program Manager.
6. Support Foster Parents' professional growth.
7. Facilitate skills training groups to meet BRS requirements.
8. Coordinate all aspects of clients' medication needs with the clients' therapists.
9. Support Foster Parents in providing accurate documentation of BRS services.
10. Coordinate documentation of client services with clients' treatment team and TFC parents and ensure all documentation is accurate, comprehensive and completed in a timely manner.

Case Manager Responsibilities:

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

Position Name	Position Reference #
Case Coordinator, Treatment Foster Care Program, Lithia Springs Position is full time.	1009-300GB
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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