



JOB DESCRIPTION

Title: Case Manager

Resumes to: hr@bluebonnetyouthranch.org

Reports To: Administrator

Salary: Competitive

Position Description:

Responsible for supporting the Administrator in the child-care program and coordinates the overall interdisciplinary, trauma-informed plan of care for a client, from inquiry to completion.

Job Responsibilities:

- Know and comply with Bluebonnet policy, childcare licensing standards, contract requirements of placing agencies, and level of care standards.
- Complete intakes and assessments of new clients
- Enter and maintain client data into CMS; Organize and maintain documentation in client files to comply with childcare licensing standards and Bluebonnet policy.
- Provide resources/professional referrals specific to needs of clients
- Participate as a member of the treatment team to meet physical, emotional, social, and educational needs of residents. Discuss treatment plans and reviews with therapist responsible for clinical oversight.
- Report immediately any suspected child abuse or neglect to the administrator.
- Participate in staff meetings and training to develop and enhance job skills. May conduct/locate trainings for direct care staff as delegated by the Administrator
- Attend meetings with CPS workers regarding clients in placement.
- Attend ARD meetings at the public schools and fulfill roll of school liaison
- Coordinate with volunteer mentors and maintain applicable data

Qualifications:

- Bachelor's or Master's Degree in Social Work or related field with 2-4 years related experience and/or training
- Trust-Based Relational Intervention® Practitioner strongly preferred
- Solid working knowledge of current industry norms and challenges
- Demonstrated experience in client support and direct client communications
- Technically competent with Microsoft Office Suite
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial

Characteristics:

- Proactive, resourceful, problem-solver
- Strong personal integrity; Highly reliable & dependable
- Efficient with time/resources available to meet program goals/initiatives
- A heart for serving
- Ability to elicit cooperation from clients
- Strong interpersonal skills
- Adaptable and coachable
- Easygoing, Affable, Gracious Personality