Camelot Care Centers
Job Description

Job Title: Case Manager
Program: Foster Care, In-Home
State: Illinois
Population Served: Children, Adolescents and Families
Reports to: Case Management Supervisor/Program Director/Regional Director
FSLA status: Non-Exempt
Prepared by: Nancy C. Dawkins
Prepared date: October 2, 2002
Reviewed: August 29, 2012
Signature Line Added: May 30, 2017

SUMMARY
Assists and coordinates services for individuals and families needing support services by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Maintains and manages a caseload of families.

Conducts meetings with members of the child’s community at locations such as school, day care, job site etc. as needed to meet the child’s service needs.

Ensures the safety of each assigned child and actively reports risk management and infection control issues.

Develops Service Plans in accordance with company, state and accrediting requirements; monitors and reviews the Service Plan with other mental health professionals.

Provides services or coordinates linkage between providers to supply services based on assessments completed, ensuring consistent and effective treatment.

Attends court sessions, state required meetings and other meetings as needed to support children and the treatment services of Camelot.

Documents services provided, meetings, services plans and mileage logs in a timely manner.

Participates in Camelot training related to direct service and case management skills as well as state mandated training. Incorporates information and processes learned into working with children and families.

Participates in weekly treatment team meetings.

Implements permanency planning and meets all permanency goals within established time frames.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities; however, may have lead case manager opportunities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
**EDUCATION and/or EXPERIENCE**

Bachelors degree in an approved Human Service discipline and in accordance with the applicable State Standards (ie. Child, Family and Community Services; Early Childhood Development; Guidance and Counseling; Home Economics- Social Work; vocational counseling; sociology; school (education) psychology; human relations; counseling psychology; psychiatric rehabilitation; mental health; community counseling; cognitive sciences; clinical psychology; special education; child development; healthcare counseling; human services; marriage and family therapy; marriage and family counseling; human development; health psychology; social science; Divinity/Pastoral Care/Pastoral Counseling areas) from an approved four year college or university **AND** credentialed under the appropriate State or contractual requirements where applicable (i.e. Qualified Mental Health Practitioner LPHA, Licensed Social Worker LSW, Licensed Alcohol and Drug Addiction counselor, Certified Substance Abuse Counselor CDAC or related **AND** direct experience providing services to children/adolescents and families in a therapeutic treatment environment **AND** compliance with State or contractual requirements.

*The above degrees will need to have course curriculums/transcripts reviewed and approved before being accepted under this employment classification. Coursework must exceed 50% concentration in the above areas of human services to qualify for exemption.*

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS** This position requires the following credentials.

- CERAP certification within 90 days of hire or time in position
- DCFS licensure, within 90 days of hire or time in position

**OTHER QUALIFICATIONS** This position requires the following additional qualifications.

- Valid State Driver’s License (In good standing). If moving to Illinois after position is accepted, must obtain an Illinois Driver’s License within 30 days from Date of Hire.
- CPR & First Aid Certification within 30 days from date of hire
- Current physical and TB (PPD) test within 30 days of employment.
- Appropriate automobile insurance (at least state minimum)
- Signed employee acknowledgement of physical health and infection control responsibilities.
- Ability to work as a team member
Organizational skills

Communication skills

Time management skills

Ability to work flexible hours

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand, walk, use hands to finger, handle or feel, reach with hands and arms, stoop, kneel, crouch or crawl. The employee must frequently lift and or move up to 10 pounds and occasionally lift and or move up to 50 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to deal with architectural barriers in private homes.

The noise level in the work environment is usually moderate.

**JOB DESCRIPTION ACCEPTANCE:**

My signature below confirms that I have received and read a copy of my Job Description.

Employee’s Name Printed: _________________________________________________________

Employee’s Signature: ____________________________________________________________

Date: __________________________________________________________________________