

Job Description

Job Title: Case Manager

Employment Type: Full Time – On Call

Directly Reports To: Chief Operating Officer & Chief Administrator

Prepared Date: 9/1/2021

Revised/Review Date: 02/24/2025

Salary Range: 55K – 58K

About Us:

LTAI C.M.H.S. Inc. & ACTS II Ministry for Teens Inc. is a licensed and contracted child caring institution providing open residential foster care home services to youths ages 10 to 19. LTAI C.M.H.S. Inc. is the only licensed girls' home in Kalamazoo County that offers residential services for girls ages 16-19. We also have a separate home for cognitively impaired and developmentally disabled boys ages 10-18. We offer many valuable services to assist our residents with transitioning to less restrictive environments. We provide care in a warm, safe, caring, and nurturing environment.

Our mission statement is: "Empowering and Equipping Youth for Success Beyond Foster Care."

Our vision statement is: "Develop thriving young adults to transform families and communities."

Job Goal:

The Case Managers are accountable to the Chief Operating Officer and the Chief Administrator for working with an Administrative Team in the planning and oversight of assigned aspects of the youth residential experience. Case managers will also be responsible for working in correlation with youth family members, MDHHS workers, and other community agencies.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as classified.

Primary Duties:

- Case Managers will collaborate with the LTAI administrative team to review youth case history and interview potential youth for placement.
 - Case Managers will complete youth admissions
 - Review the resident handbook with the youth at admission
 - Ensure documents are received from the youth's primary worker
 - Completes all required intake documentation and assessments within the required timeframes
- Case Managers will be responsible for assessing each youth in a CANS and FANS assessment and develop initial service plans within 30 calendar days of the youth's placement and quarterly thereafter. When needs are identified, the case manager will put services in place and/or complete referrals with local community resources to meet the needs.
- Case Managers will facilitate and/or support the youth the following:
 - Family Team Meetings and TDMs
 - Weekly Round Table Meetings
 - IEP meetings
 - School enrollments, school orientations, and school conferences
 - Court hearings
 - ARC or other adoption meetings
 - Youth Discharges
- Case Managers will complete medication reviews, ensure MDHHS 1643 documents are up to date and submitted to the Psychotropic Medication Consent Unit, and assist the Chief Administrator with medication management.

- Case Managers will keep youth charts current per audit requirements supplied by the Quality Supervisor
- Case Managers will work in collaboration with MDHHS workers and local community partners to ensure that all youth needs are met.
- Case managers will provide weekly updates to youth therapists regarding behaviors and progress in the program.
- Facilitate weekly House Meetings with youth and provide psychoeducation to youth and their family members (understanding medications, the importance of IL skills, hygiene, trauma, and community living) related to each youth's success.
- Case Managers will coordinate the medical needs of each youth
- Case managers will provide support and crisis management (de-escalation & and conflict resolution) to youth and support YSS staff.
- Case Managers will meet individually with youth each week to discuss their progress in the program, incident reports, academic reports/concerns, and distribute weekly allowance.
- Case Managers will plan, coordinate, schedule, and request funds for community outings each week.
- Case Managers will guide youth with developing life skills (i.e., preparing nutritional meals, grocery shopping, domestic chores, public transit, etc.) in preparation for supported independent living.
- Case Managers will assist with identifying mentors and support people for their youth.
- Case Managers will coordinate with youth, family, support persons, and assigned workers to develop and complete initial service plans and updated service plans 30, 60 and 90-day intervals.
- Case Managers will create person-centered safety plans and update them as needed.
- Case Managers will work in correlation with the LTAI administrative team to ensure that youth (and potential family members) are prepared for a transition from LTAI.
- Case Managers will provide case management service and aftercare services to discharged youth for up to one calendar year after discharge.
- Case Managers will encourage the spiritual growth of residents through individual relationships.
- Case Managers will enforce LTAI policies, rules, and follow LTAI's code of ethics.

MINIMUM QUALIFICATIONS:

- B.A or B.S Degree in the human service field
- Excellent verbal and written communication skills.
- Familiarity and proficient with computer productivity applications (MS Word, Excel, PowerPoint) and Internet.
- Reliable transportation and telephone.
- Possess strong positive leadership, conflict mediation, organizational, problem-solving, critical thinking, and positive decision-making skills.
- Possess social skills to interact positively and objectively with residents, staff and administrators.
- Agreement with the mission, vision, goals, purpose and objectives of the Let's Talk About It agency

DESIRED QUALIFICATIONS:

- Prior experience working with teens.
- Experience with culturally diverse groups.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

1. Must be able to successfully pass: fingerprinting, abuse/neglect registry, driving record clearance process, and criminal background check.
2. Have a working knowledge of computer systems, including Microsoft Office Suite.
3. Follow HIPAA guidelines and maintain confidentiality.
4. Must have a valid Michigan driver's license.

COMPETENCIES:

- Customer/Client Focus Trauma-Informed
- Decision Making.
- Leadership.
- Ethical Conduct.
- Teamwork Orientation.
- Problem Solving/Critical Thinking
- Strategic Thinking
- Conflict Resolution
- Collaborative
- Integrity
- Good moral character
- High-level/Excellence in Service Delivery
- Highly effective written and oral communication skills
- Multi-tasking
- Self-starter with the ability to work with minimal supervision is a must.
- Detail-oriented and able to work with and abide by state and organizational rules and policies.
- Professionalism/Excellent Professional Etiquette
- Excellent organizational skills
- Excellent computer and internet skills
- Innovative
- Passion for serving teenage youth
- Relationship-Oriented
- People-Centered
- Purpose-Driven

WORK ENVIRONMENT:

This job operates in a home environment. The position will require interaction with staff and youth at all LTAI homes on a daily basis.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time position, and hours of work are Monday through Friday 9:00am-5:00pm & On-Call.

REQUIRED EDUCATION & EXPERIENCE:

B.A. or B.S. degree required with preferable experience in a Child Caring Institution, Child Placing Agency or related human services field.

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Please send your resume to cindycole.ltaicmh@gmail.com. Someone will be in touch with you.