

Job Title	Case Manager
Employer/ Agency	Best Care 4 Kidz
Job Description	<p>The position of Case Manager facilitates the provision of safe, secure and nurturing living experiences for foster children in accordance with Best Care 4 Kidz’s mission. Applies social work techniques and gathers information from foster/adoptive parents and other treatment team members to assess and ensure that appropriate care is given to foster children.</p> <p>ESSENTIAL FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Applies advanced knowledge of social service techniques to independently assess the quality and appropriateness of services being provided to each child in placement. 2. Applies advanced social service knowledge to develop Individualized Services Plan (ISP) to establish the appropriate services to be provided for each child in placement and to assure compliance with state regulations. 3. Formulates written annotations corresponding to each element of the ISP for quarterly progress report that shows the Case Manager’s assessment of the child’s progress in relation to ISP goals established by the Case Manager and modifies courses of action to help child reach ISP goals. 4. Exercises independent judgment in deciding the most effective services needed to benefit the child and communicates those decisions to the foster/adoptive family, the school, the referral agency and community resources. 5. Applies advanced knowledge in utilizing various assessment tools to prioritize and target problem behavior and measure progress for use during ISP meetings. 6. Determines, with input from the treatment team, appropriate diagnostic testing and evaluation to ensure that all services specified in each program description are completed. Schedules and coordinates testing and evaluations. 7. Applies social work assessment skills to individually evaluate foster homes and certify eligibility to provide foster/adoptive care. 8. Responsible for monitoring progress of children in the home setting. 9. Attends professional conferences and seminars to fulfill continuing education requirements to stay at the forefront on social work techniques and applications and to comply with state regulations regarding training hours. 10. Applies Best Care 4 Kidz’s treatment philosophy by using the relational sequence diagram to reduce intensity and frequency of negative behaviors. <p>ADDITIONAL DUTIES:</p> <ol style="list-style-type: none"> 1. Covers “on call” schedule for responding to emergency situations after hours

	<p>and makes decisions on what the problem is and the best way to remedy the situation. In circumstances of critical instance, a supervisor must be contacted.</p> <p>2. Performs administrative duties in the absence of their supervisor to assure that operations continue.</p> <p>3. Performs administrative duties in the absence of the CM Supervisor or Program Administrator to assure that intake operations continue.</p> <p>4. Performs other duties as assigned from time to time.</p>
Qualifications	<p>Bachelors or Master’s degree in social work, psychology, family studies or a closely related field. Ability to read and interpret documents such as state regulations and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions from supervisors, co-workers, clients and the general public. Ability to testify clearly and concisely in court. Ability to add, subtract, multiply and divide using whole numbers, common fractions and decimals. Ability to define problems, collect data, establish facts and draw valid conclusions. Must have valid drivers license and maintain automobile insurance to comply with state regulations.</p> <p>At least one year of experience working within the child welfare system.</p> <p>Advanced training in child diagnostic tools and development of treatment plans.</p> <p>Completion of First Aid, CPR and Physical Management Training.</p>
Salary/Hours	9-5, Monday – Friday, \$46,000
Address	16100 Cainway Drive #242, Houston TX 77084
Contact Person	Tee Allen
Telephone Number	281-815-5997
Email Address	admin@bestcare4Kidzcpa.com
Application Method	In-person
Opening Date	Immediately

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