**Case Manager**

This exciting position provides endless opportunities to be a positive influence. It's not an easy job but it can be extremely rewarding.

**Position:** Case Manager **Responsible to:** Executive Director  
**Position Supervised:** N/A

**Classification:** Full-time, exempt

**Revision Date**: 06/09/2021, 6/24/24, 10/01/24

**Job details**

The Genesis Project is a residential group home for abused boys in DHS custody, ages 10-13. Genesis provides a stable environment where children learn to be children. The goal of the Genesis Project is to prepare each child for a long-term family placement. Treatment is individualized in order to address specific needs unique to each child. Positive behaviors are reinforced to build self-esteem and encourage a sense of accomplishment.

The Genesis Project utilizes evidence-based trauma-informed treatments and therapies and training methods. We follow the six guiding principles to a trauma-informed approach including safety, trustworthiness and transparency; peer support, collaboration and mutuality; empowerment and choice; and cultural, historical and gender issues.

The case manager provides social services for clients with responsibilities including, but not limited to admission assessments, placement services, individual and group counseling, casework services to clients and families, liaison with DHS staff and development of treatment plans, reviews and discharge plans.

**Qualifications:**

* Bachelor’s degree in social work from an accredited college or university or a bachelor’s degree in behavioral science, social science or other related area of study from an accredited college or university, or is actively, continuously pursuing such degree;
* One year experience in children’s services;
* Computer skills including, at a minimum, word processing and MS Excel.
* The personal characteristics and experience to collaborate with and provide appropriate care to residents, gain their respect, guide their development, and participate in their overall treatment program;
* The ability to support constructive resident-family visitation and resident involvement in community activities;
* The temperament to work with, and care for, children, youth, adults, or families with special needs, as appropriate; and,
* The ability to work effectively with the treatment team and other internal and external stakeholders.
* Must pass a background check

**Essential Functions of the Job**

1. **Treatment plans**
   1. Participate as an essential member of the Genesis Treatment Team, which develops individualized treatment plans and ensures the effectiveness of interventions.
   2. Schedule and coordinate treatment team meetings to meet contract guidelines
   3. Assure all staff have the opportunity to provide input for treatment team
   4. Assure that all staff who are required to provide treatment plan information do so according to DHS guidelines
   5. Document, for report purposes, staff comments and reports on clients at regularly scheduled staff meetings
   6. Develop treatment plan objectives, update basic information as needed, note progress and/or regression as needed in the treatment plan in a format dictated by licensing guidelines.
   7. Sign treatment plans alongside other key staff and share them with OKDHS caseworkers and other stakeholders.
2. **Discharge Summaries**
   1. Compete and distribute a summary of the final quarter of a child’s stay at Genesis detailing progress and/or regression and recommendations for follow-up care in a format dictated by licensing guidelines
3. **Intake**
   1. Complete paperwork needed for the admission of a new resident
   2. Coordinate and schedule intake with case worker as per their request
   3. Provide Genesis information to case worker and family regarding Genesis policies including visitation, telephone calls, treatment planning and transition services
4. **Case record management**
   1. Ensure that all case records are accurate, complete, and up to date, reflecting the resident’s progress and any changes in treatment or care plans.
   2. Implement and adhere to confidentiality protocols in accordance with HIPAA and organizational policies when handling resident information and case files.
   3. Regularly review and audit case files to ensure compliance with regulatory requirements and best practices in record-keeping.
   4. Maintain documentation of consultation with health care professionals in the resident's case files.
   5. Obtain and file any missing documentation within two weeks upon notification by the Administrative Assistant of any missing or needed documentation in the resident's file.
5. **Address grievances**
   1. Review grievances with children and staff members to find solutions to the stated grievance(s)
   2. Complete for submission a quarterly grievance report in a format dictated by licensing guidelines
   3. Act as a liaison to the audit team during the audit to answer questions and/or gather any data necessary pertaining to day-to-day operations, due dates and program practices, policies and procedures
6. **Prepare CQI Audit Documentation**
   1. Review all materials listed above to ensure completion and correctness and availability of all documentation for the CQI team
   2. Act as a liaison to the audit team during the audit to answer questions and/or gather any data necessary pertaining to day-to-day operations, due dates and program practices, policies and procedures
7. **Accreditation Compliance**
   1. Member, Performance Quality Improvement Committee and other PQI sub-committees as assigned.
   2. COA accreditation responsibilities
      1. Monthly case manager reporting requirements
      2. Ensure completion and evidence reporting for COA reaccreditation
8. **Crisis response and notification duties**
   1. Notify the youth’s DHS Caseworker, DHS Liaison, and licensing unit (SPPU) within 24 hours in the event of a severe medical emergency.
   2. Coordinate with DHS caseworkers and the DHS Liaison for appropriate follow-up in cases of crisis or mental health emergencies (e.g., suicide threats, violent behavior) upon immediate notification.
   3. Immediately notify DHS caseworkers, the clinical therapist, and other necessary parties after a suicide attempt or serious mental health incident.
9. **Family Finding** 
   1. Work directly with residents to identify which family members they want to be involved in their treatment and facilitate ongoing communication between the resident and their family members (as allowed by OKDHS)
   2. Complete necessary paperwork at least once a month to DHS caseworkers and liaisons.
10. **Case closing and post-discharge support**
    1. Collaborate with OKDHS to provide resources for therapeutic, medical, educational, and medication management services post-discharge, ensuring that discharged youth are equipped with medication for up to one month.
    2. Conduct monthly check-in phone calls for up to six months after discharge to provide post-discharge support to the youth and their family or placement provider.
11. **Prudent Parent Responsibilities**
    1. Ensure basic clothing and hygiene needs are met (7 sets of clothing, hygiene kits, etc.)
    2. Attend and sign off on educational IEP reporting and management requirements
    3. Collaborate and liaison with partner agencies such as Citizens Caring for Children, Comeback Kids Society for basic skills activities and social skills support
    4. Coordinate medical clinic, hospital visits
    5. Ensure medical, hygiene supplies, vaccinations and education are provided to all clients, including those with special/additional wellbeing needs.
    6. Coordinate Campus Cares program, a program designed to provide one on one outings for clients who have few, if any family contacts.
12. **Assist operations team with donations**
    1. sorting and distribution.
    2. Inventorying to identify client needs.
13. **Volunteer Coordinator**
    1. Plan, coordinate and manage volunteer program.
14. **Conduct Life Skills and Social Skills Group**
    1. Organize, run, and complete both life and social skill groups over the topic of choice at a minimum of once per month
    2. Complete and file required paperwork for groupwork
15. **Hope Coordinator** 
    1. Ensures practical implementation of Science of Hope principles and materials
16. **Substance abuse education groups**
    1. Organize, run, and complete substance abuse education groups over the topic of choice at a minimum of once per quarter
    2. Complete and file required paperwork for groupwork

Preference is given to applicants who can demonstrate skills in the following areas: flexibility in dealing with various situations, linkage and advocacy for all residents and families, working as a team member, crating coherent written documents by gathering information from different sources, verbal skills that allow successful working with staff of differing educational and experience levels and flexibility to commit to the demands of working in a 24-hour treatment facility.

**Physical and Travel Requirements**

* Less than 50%, primarily by car.
* Occasional travel required during evenings and weekends.
* Occasional lifting up to 25 lbs, bending, and kneeling throughout the day
* Prolonged standing, sitting, and walking
* Valid Driver’s License and Auto Insurance Coverage

**Employee Name (Print)**

**Employee Signature**

**Date**

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the institute.