SUNRISE CHILDREN’S SERVICES
JOB POSTING

Location: Owensboro
Contact: Lindsay Lanham

Dated Posted: 03/26/2015
Post Until: 04/09/2015

JOB TITLE: Family Services Division Targeted Case Manager
DIVISION: BHSO-Community Based

REPORTS TO: Family Services Division Clinical Case Management Supervisor
GRADE E (Exempt) EEO: 2

Effective Date: 08/01/2014

PRIMARY FUNCTION & SCOPE OF SERVICE: Coordinates all case management functions of referred families in compliance with all applicable directives, including but not limited to all current and thereafter amended federal, state and local standards, guidelines and regulations.

KEY RESPONSIBILITIES & DUTIES: The responsibilities and duties for this position include, but are not limited to the following:

- Arranges and monitors services for children and families that are referred for services
- Ensures accurate and timely documentation of all records and files.
- Maintains proper and accurate files and records on each child and family receiving services
- Evaluates progress of children and families receiving services.
- Maintains data on outcomes of services.
- Screens and accepts referrals of prospective community-based services and aftercare cases.
- Maintains regular and required contact with families by phone, face-to-face and home visits.
- Educates potential referral sources regarding all services of Sunrise Children’s Services.
- Maintains client confidentiality within guidelines.
- Ensures required license/certifications/training as required by licensing and policy is maintained.
- Committed to initiating/maintaining a positive relationship with referral sources and community.
- Manages the risk inherent with the responsibilities of the position.
- Actively submit to and participate in supervisory contact at least three (3) times per month.
- Other duties as assigned.

QUALIFICATIONS

- **Interpersonal Skills**: Good oral and basic written communication ability and the ability to communicate effectively with the public and with co-workers.
- **Education / Experience**: Master’s Degree is preferred but candidates must hold a Bachelor’s degree in one of the following fields:
  1. Psychology;
  2. Sociology;
  3. Social work;
  4. Family studies;
  5. Human services;
  6. Counseling;
  7. Nursing; or
  8. A human service degree program related to working with individuals with substance abuse use disorders, mental health disorders, or co-occurring disorders
- **Experience**: After completion of a bachelor’s degree, have a minimum of five (5) years of experience providing service coordination or referring clients with complex behavioral health needs and co-occurring disorders or multi-agency involvement to community based services; or after completion of a master’s degree in social work, family studies, clinical counseling, psychology, nursing, or another human...
service degree program related to working with individuals with substance use disorders, mental health disorders, or co-occurring disorders, have a minimum of two (2) years of experience providing service coordination or referring clients with complex behavioral health needs and co-occurring disorders or multi-agency involvement to community based services. Candidates must successfully completed case management training approved by the DBHDID within six (6) months of employment; and successfully complete recertification requirements approved by DBHDID every three (3) years thereafter.

- **Skill:** Understands and applies basic child and adolescent development principles. Knowledge of standardized, but moderately complex policies, procedures and/or operations/programs requiring training and experience. Ability to organize moderately complex tasks and analyze complex issues. Ability to use basic computer skills for record documentation and organization communication.

- **Creativity:** Ability to generate imaginative work or ideas which affect moderately complex activities within his/her work group, programs or department; and the ability to conceptualize the implementation thereof.

- **Responsibility:** Significant impact on quality and efficiency of services or operation of agency or revenues/expenses. Permitted to make decisions on moderately complex problems/issues. Many people at this level are on call 24 hours a day, 7 days a week.

- **Supervision:** None.

- **Other:** Must be able to travel; ability to drive unassisted statewide is required as necessary. Must maintain a valid driver’s license with a clean driving record. Must be capable of physically restraining youths up to 19 years of age.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel objects or tools; and to reach with hands and arms.