

# Upper Cumberland Human Resource Agency

## Job Description

<b>Job Title:</b>	Case Manager
<b>Department:</b>	Group Homes
<b>Classification:</b>	Non-Exempt
<b>Reports to:</b>	Director of Group Homes

### **POSITION SUMMARY**

This position is responsible for the administration of clients reports, staffing, and treatment plans. Also develops support and good working relationships with local and state wide agencies.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Represents Lead Case Manager as directed
- Conducts routine daily tasks in Lead Manager's absence
- Attends staffing concerning prospective clients and clients with different agencies throughout the state of Tennessee
- Develops support and good working relationships with local and state-wide agencies
- Educates other agencies regarding the Youth Impact Center program
- Participates in development and administration of treatment plans, maintenance and transfer of client's records
- Opens cases by obtaining all referral information, coordinating with medical records to complete all necessary forms, completing the life functioning assessment and initiating the treatment plan process
- Coordinates with the family and responsible state of Tennessee departments
- Arranges family visits and home visits
- Serves as a member of the treatment team
- Notifies all persons designated by standards to be in attendance at staff meetings
- Educational and vocational assessments of clients on case load and individual counseling concerning education and vocational goals
- Other duties as assigned.

### **SKILLS/QUALIFICATIONS**

- Bachelor's degree in social work, psychology, a related field or combination of education and equivalent experience
- Experience in compiling and maintaining records as required by government agency
- Experience in working with special needs clients
- Experience in inter-agency cooperative efforts
- Valid Tennessee driver's license.

### **ESSENTIAL FUNCTIONS**

- Good verbal and written communication skills.
- Detail oriented.
- May be required to sit for prolonged periods of time.
- Ability to multitask.
- Function and complete job duties within an office environment.

# Upper Cumberland Human Resource Agency Job Description

*(Americans with Disabilities Act) ADA Statement:*

*The successful candidate must be able to perform the position's essential job functions with or without reasonable Accommodation.*

<b>DIRECTOR</b>	<i>Date</i>
<b>H.R. DIRECTOR</b>	<i>Date</i>