

**SUB-ACUTE CARE PROGRAM
COTTAGE CASE MANAGER**

POSITION DESCRIPTION:

Provide comprehensive case management services to children in the Sub-Acute Care Program cottages.

KEY AREAS OF RESPONSIBILITY:

1. Responsible for managing and ensuring coordination of all services provided to residents assigned to case load.
2. Within a child, family, and community team, provide case management services that advocate for the best interests of the child in regard to treatment, community involvement, and placement planning.
3. Maintain appropriate personal and professional boundaries with residents, families, co-workers, and community resources.
4. Provide input to, arrange, and facilitate intake and discharge for assigned clients.
5. Design relevant, integrated treatment goals and objectives which are time limited, strengths based, and assist clients to function effectively in the community.
6. Arrange and facilitate regular multi-disciplinary treatment planning meetings as necessary/required.
7. Coordinate and facilitate the treatment teams for designated residents to ensure timely, complete communication and cooperative working relationships that meets the needs of the residents.
8. Approach families in a family centered manner that reflects the agency and program philosophy and values including arranging visits.
9. Coordinate with school resources for designated residents regarding academic and behavioral needs.
10. Provide oral and written reports, within specified time frames 80% of the time, to relevant community supports and resources which may include schools, courts, DCFS, medical personnel, and treatment providers.
11. Develop and complete treatment plans, managed care documentation and other written reports as necessary and within required time lines 80% of the time.
12. Maintain case records in accordance with licensing, accreditation, and agency requirements.
13. Cooperatively collaborate with cottage therapist or psychology student therapist to develop milieu strategies related to treatment plans.
14. Promote effective teamwork, cooperation, and communication among program personnel.
15. Communicate with the cottage therapist or psychology student therapist about individual, group, and family needs for the resident based on the Care Management Plan.
16. As part of the cottage management team, cooperatively collaborate with Program Supervisor, Assistant Supervisor, and Lead Counselors for effective treatment team functioning and individual and milieu treatment.
17. Participate in program and staff planning and development efforts.
18. Maintain an awareness of the program's physical environment and report maintenance and facility safety concerns to appropriate personnel.
19. Maintain all necessary credentials per agency and licensing requirements.
20. Participate in supervision with the Case Manager Supervisor.
21. Demonstrate a high degree of skill in communication and positive interaction with all Ryther employees, prospective employees, external agencies/companies, and the community at large.
22. Perform all other duties as assigned.

ESSENTIAL JOB REQUIREMENTS:

1. Commitment to the Purpose, Vision, and Values of the agency.
2. Acceptance of a variety of lifestyles, behaviors, cultural, and spiritual practices.
3. 21 years of age.

4. Accredited Bachelor's Degree in behavioral science and one year relevant experience, preferably in social services case management of children and families.
5. Valid Washington state driver's license and automobile liability insurance.
6. Ability to maintain awareness of culturally relevant issues while interaction with children, families, co-workers, and community members.
7. Ability to work with a strengths - based model.
8. Understanding of family systems and family centered practice principles.
9. Understanding of child development, child psychology, and basic understanding of psychopharmacology.
10. Awareness of the public mental health system.
11. Understanding of DSM IV diagnosis and assessment.
12. Knowledge and understanding of case management practices
13. Ability to operate as a member of an interdisciplinary treatment team.
14. Ability to exercise discretion and maintain customer and employee confidentiality.
15. Effective written and verbal communication skills.
16. Flexibility and ability to work a varied schedule including evenings and weekends.
17. Computer word processing skills.
18. Ability to perform a range of physical motions including but not limited to:
 - lifting and carrying up to 50 lbs.,
 - standing, walking, sitting for long periods of time,
 - kneeling, squatting, and stooping,
 - running for brief periods of time,
19. Ability to use the senses of sight and hearing to effectively supervise clients.
20. The ability to accommodate a moderate level of stress.
21. The ability to address and resolve conflict in a professional manner.

SUPERVISOR: Case Manager Supervisor & Senior Director of Inpatient Services

If you are a person with a disability in need of reasonable accommodation to perform the essential functions and responsibilities related to your position, please notify your Program Director or the Senior Director of Operations (x235) as soon as possible.

I, _____, have read and understand this to be my job description as an employee of Ryther.

Signature

Date