CASE MANAGER

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| Job Title: **Case Manager- Birmingham** | Job Code:  |
| Department:  | Job Grade:  |
| Revision Date: **1/22/2020** | Fair Labor Standards Act (FLSA):  |
| **Open Date: 01/30/2020** | **Close Date: 02/28/2020** |

**REPORTS DIRECTLY TO: Senior Case Manager**

**POSITION SUMMARY:** Under the direction of the Senior Case Manager, the **Case Manager** provides high-risk intensive case management duties to ensure long-term support of housing, employment, counseling, and mentoring objectives and networks are established and carried out for agency participants. The Case Manager will provide oversight to the physical and mental wellness of agency participants to ensure they are supported and can achieve the best outcomes. The Case Manager will work closely with all staff, program consultants, and community partners to ensure that clients receive all services that the need.

MINIMUM QUALIFICATIONS:

* Minimum of Bachelor’s Degree in Social Work or related field (preferred),
* At least three years of relevant work experience in Case Management, justice-involved, DHR, Counseling, Customer Service, or Administrative
* Professional or personal experience supporting individuals with disabilities, mental illness, or challenging behaviors highly preferred
* Must have a valid in-state driver’s license
* Drug-Free
* Must have reliable transportation
* Must have computer skills
* Must have a cell phone

**General Statement of Duties:**

 In addition to adhering to the guidelines as specified by The Dannon Project Personnel Handbook, duties will include, but are not limited to, the following:

* Accomplishes clients’ care by assessing treatment needs; developing, monitoring, and evaluating treatment plans and progress; facilitating interdisciplinary approaches; monitoring staff performance.
* Admits new clients by reviewing records and applications; conducting orientations.
* Determines clients’ requirements by completing intake interviews; determining the need for therapeutic medical, psycho-social, and psychiatric evaluations; reviewing therapist evaluations, treatment objectives, and plans.
* Establishes treatment programs by setting schedules and routines; coordinating services being provided; arranging resources, including transportation and escort.
* Monitor cases by verifying clients’ attendance, observing and evaluating treatments and responses, advocating for needed services and entitlements, obtaining additional resources, intervening in crises, providing personal support.
* Maintains clients’ records by reviewing case notes, logging events, and progress.
* Prepares clients’ discharge by reviewing and amplifying discharge plans, coordinating discharge and post-discharge requirements, orienting and training family members; providing resources.
* Advise participants in areas such as retribution, child support payments, housing, and court fines and fees, employment, budgeting, and money/debt management, mentoring services, and housing search strategies.
* Maintains relationships and contracts within the network of local service providers for social service referrals.
* Contribute to team effort by accomplishing related results as needed, communicates with the case management team and supervisor at regular intervals, and develops an effective working relationship.

**APPLICATION PROCESS AND DEADLINE**: Completed applications must be received **by 4:00 p.m.** on the **closing date.** Applicants must adhere to the organization’s prescribed interview schedule and must travel at his/her own expense.

**A COMPLETED APPLICATION FILE CONSIST OF:**

* A completed and signed TDP employment application
* A signed and dated letter of interest referencing the position
* Complete transcripts from every institution from which any collegiate credit has been earned. Transcripts must include conferred or awarded date (unofficial transcripts will be accepted before the deadline; official transcripts must be on file before an offer of employment)
* A resume
* Three **current**, **dated** and **signed** letters of recommendation (no older than one year; no computer-generated signatures)

“EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED”

Materials may be submitted to:

The Dannon Project

Attn: Human Resources Dept.

2324 5th Avenue North

Birmingham, AL 35203

Phone: (205) 202-4072

Fax: (205) 202-4071

[www.dannonproject.org](http://www.dannonproject.org)

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| **DISCLAIMER:** The information provided in this job description has been designed to indicate the general nature and level of work performed by incumbents within this job. This job description is not intended to represent a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other related duties as negotiated to meet the ongoing needs of the Agency. This job description is not an employment agreement or contract. |