

Care Manager

Jackson Campus

General Job Summary: The primary responsibility of the Care Manager is to provide supervision of program operations and services to children and youth served in the homes. The position's job responsibilities include property management, personnel, and staffing, training, direct treatment services through the use of the agency's model of care, providing and supervising residential care services, and working with adolescents, families, volunteers, and community representatives in the home and community settings. It is imperative that the Care Manager understands the Core Values and Mission of Methodist Children's Home. The Care Manager reports directly to the Director of Residential Services.

Essential Functions:

- Ongoing Care Coordination (appt. setting - i.e., medical, school, etc.)
- School Enrollment / Academic Support
- Group Home File Management (i.e., safety plans, contact info, etc.)
- Weekly Treatment Team Meetings/Monthly Family Team Meetings
- Admissions Meetings
- Participate in On Call Rotation
- Monthly State Reporting
- Weekly Billing Submission
- Provide Treatment Updates/Discharge Summaries (as needed)
- Conduct Residential Checklist (bi-weekly)
- Assist in ensuring Ongoing Compliance with DHS/DMH Certification
- Assist in ensuring Ongoing Compliance with Mutual Support Group Curriculum
- Provide Support During Crisis Situations
- EQUIP Psycho-education Group (1 group per home/weekly)
- Purposeful Visits (1 visit per client/weekly)
- Provide on-site supervision of Child Care Counselors in the group home to ensure that staff is appropriately trained and carrying out their assigned duties to all standards.
- Responsible for maintaining cleanliness of the home so that all times it meets Department of Mental Health and Department of Human Services.
- Maintain all property in clean, safe, attractive manner.
- Comply with guidelines for property management and maintenance (See Residential Checklist).
- Develop, to the highest degree possible, a normalized family-style home environment providing guidance to Child Care Counselors for counseling, direction, assistance and support for youth in that home.
- Ensure appropriate and consistent use of agency Coordinated Discipline System
- Manage financial/budget tasks for home.
- Follow all USDA guidelines for storage of food both before and after meals, preparation according to or following approved USDA menus, and complete documentation including Meal Roster (number of children offered) and Food Stored/Discarded (leftovers).
- Responsible for creating staffing schedule that provides adequate coverage for activities, appointments, etc. and remains in compliance with child to staff ratio. Responsible for assisting in providing coverage in the house as necessary to assure adequate supervision of the youth.
- Drive agency vehicles for purpose of transporting youth for routine home activities, court appointments, medical appointments, family visits, other required appointment and any emergency situations that may occur.

- Responsible for making sure that the room is ready for any new admissions (See New Admit Checklist).
- Responsible for getting any new admissions enrolled in appropriate educational setting.
- Perform daily medication counts and perform once a month MAR checks
- Assure administration of medication to youth on time per physician orders
- Maintaining an up to date Medication Profile Sheet/Face Sheet for each youth in the home.
- Assure that all staff correctly enter healthcare visits, progress notes, and Serious Incident Reports into Kaleidacare within the appropriate time frame.
- Submit maintenance requests weekly or as needed
- Model appropriate moral, ethical, and professional values not just for self but also for youth, colleagues, and community at large.
- Regularly seek consultation from appropriate supervisory staff and regularly provide any and all information regarding significant issues with youth in the home to supervisor, and accept and implement feedback.
- Establish and maintain positive and effective relationships with all program consumers, including but not limited to, youth, parents, family, school personnel, neighbors, referral agencies, volunteers, campus visitors, administrators, etc.
- Attend and take advantage of regularly scheduled in-services or trainings.
- Maintain required certifications and re-certifications for job by participating in available training. Provide assistance and support to other program staff in their job responsibilities.
- Perform any other related duties as assigned by the Director of Residential Services.

Qualifications:

Knowledge and Experience

- Must be twenty-one (21) years of age
- Bachelor's Degree from accredited college/university in social work, psychology or other social services related field, and one year of experience working with this population
- Eligible for Community Support Specialist through DMH within 90 days
- Strong people skills and strong communication skills

Skills/Working Conditions

- Must maintain a valid driver's license and must have acceptable driving record; Must be insurable by Methodist Children's Home
- Must be able to work flexible schedule and shifts including overnights, weekends, holidays and extended periods of time.
- Must successfully complete all phases of pre-service and on-going training, included but not limited to, Nonviolent Crisis Intervention (CPI), First Aid, CPR, Universal Precautions, and medication administration and documentation
- Must be able to work in a fast paced, high pressure, high stress environment
- Possible exposure to infectious diseases

Physical Requirements

- Must provide a negative drug screen result prior to employment and must pass a pre-employment physical and TB skin test and on-going physical assessments as required
- Have the ability to perform physical demands associated with daily operational functions, property management, and client maintenance, cooking, shopping, supplies, inventory, and other rotating assignments
- Have the ability to demonstrate organizational, management, and leadership skills and generate multiple solutions to the changing needs of clients, staff, and communities

- Have the ability to comprehend and produce accurate program documentation, including but not limited to, client treatment plans, progress summaries, manage financial budget/tasks, and community correspondence
- Have the ability to communicate professionally, in both verbal and written formats, with consumers, including but not limited to, parents, supervisors, colleagues, and community service providers
- Have the ability to provide on-going visual and physical proximity supervision to clients
- Have the ability to participate in recreational activities with youth, including but not limited to, arts, athletics and outdoor activities and to be able to drive for agency related events day or night
- Have the ability to drive a seven (7) passenger van to transport clients
- Regular, punctual attendance at primary worksite and agency related events
- Have the ability and flexibility to work overtime as approved by supervisor

I HAVE READ AND UNDERSTAND MY JOB DESCRIPTION

Employee Signature

Date

