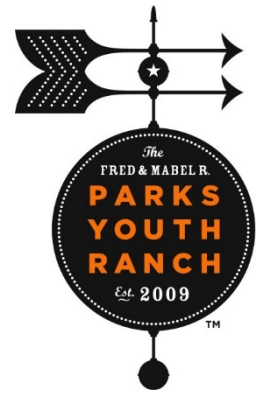


Parks Youth Ranch Job Description



Job Title: Case Manager
Department: Residential
Reports To: Shelter Administrator & Executive Director
Status: Exempt Salaried with Full-Time Benefits
Work Hours: Sunday – Wednesday; 8 am – 6 pm. Weekend On-Call rotations once a month.

Mission: Parks Youth Ranch is a 501c3, Emergency Shelter located in rural Fort Bend County, Texas. Our mission is to provide emergency shelter, counseling and life changing services to at-risk and homeless youth. We provide services to children 7-17 years of age.

Summary: The ideal Case Manager is a reliable, detail oriented and energetic individual who enjoys working in a rewarding and challenging residential environment. Responsible for the resident-focused case management duties. The ideal candidate will have expertise in child advocacy, trauma informed care, medication management, coordination and delivery of overall general residential operations, and experience in database development and maintenance.

Essential duties and responsibilities include the following: Other duties may be assigned.

- Provide case management services for all youth in residence at PYR.
- Duties will include intake, discharge, case management, monitoring, resource referral, and life skills group facilitation.
- Coordination of resident staffing to Administrative Team.
- Provide referrals and assists clients in accessing assistance from community resources.
- Communicate with collaborative community agencies regarding services and appointments.
- Transport clients to agencies and services, as needed.
- Collaborate with community agencies to advocate for client population needs.
- Maintain case records and documentation as appropriate, including service plans, progress notes, intake reports, and incident reports.
- Monitor program participants and service partners.

Supervisory responsibilities: As related to overall Administrative Team Requirements

Qualifications, Education, Licensure and/or Experience:

REQUIRES

- Requires a Bachelor's degree in social or behavioral sciences or administrative field;
- Requires 3+ years' experience; or
- Equivalent combination of education and experience.

PREFERRED

Bilingual candidate; LMSW or LPC with at least 2 years' experience working in residential services,

Language Skills:

Ability to read, analyze, and interpret professional journals and general business periodicals. Ability to write reports, presentations and business correspondence. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Requirements:

- Valid Texas driver's license, appropriate insurance and reliable car.
- Must submit to and pass a pre-employment drug test.
- Must submit to pass random drug tests during employment.
- Must provide proof of negative tuberculous skin test.
- Must successfully pass all background screening as required by the state.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND IT. I AGREE THAT NO CONTRACT IS INTENDED.

Employee's Signature

Date

Supervisor's Signature

Date