

Position:                   **Home Based Case Manager**  
Reports to:               Home Based Services Supervisor  
Classification:           Non-Exempt

### **Primary Responsibilities**

- Responsible for the provision of all case management services required by the client.
- Provides face-to-face contact based on client needs.
- Provide case management support to clients and supervises the parents on their caseload.
- Provides independent living (IL) instruction as well as IL related activities for youth age 16 and older.
- Carries a caseload ranging from 8 to 12 children requiring enhanced supervision with a maximum caseload up to 12.
- Maintains all client case management/case records, including Treatment Plans, Monthly Reports, Case Notes, etc.
- Collaborates and documents client contacts, as well as contacts with referral sources, schools, and other professionals involved in the care of each client on their caseload.
- Participates in Agency-wide staff meetings and attends weekly staff meetings.
- Assesses environmental factors in client homes.
- Completes all required time reports, service documentation, and other required paperwork, according to programmatic and funding source requirements.
- Complies with all Quality Improvement initiatives.
- Attends continuing education classes, seminars, and other professional training courses relating to family issues and professional development.
- Complies with federal, state, and local laws concerning duty to warn and mandated statutes including mandatory reporting of child abuse and neglect.
- Other duties and responsibilities as assigned.
- Develop and maintains a positive working relationship with parents
- Teaches child and family behavior management techniques and basic life skills.

### **Minimum Requirements**

- Bachelor's degree in social work, psychology, sociology, or a directly-related human service field from an accredited college.
- One year experience in social science or internship in social science field.
- Adhere to the Family Ark Professional Standards of Practice.

Signed:\_\_\_\_\_ Date:\_\_\_\_\_