

**Position: RESIDENTIAL CASE MANAGER**

Non-Exempt

### **Job Description**

Under the general direction of the Clinical Director, this position will be responsible for maintaining the orderly delivery of treatment for YAS clients who are in residential care. The Residential Case Manager is directly responsible for a caseload, with clients ranging in age from 8 to 18. The Residential Case Manager must maintain a framework of interacting with clients that is strength-based and person-centered; and must also have the ability to exercise patience and a task-oriented mindset in an environment that can be fast-paced and demanding. The Residential Case Manager must exercise sound judgment and interact with others in a professional and socially appropriate model for YAS clients. Case Managers must demonstrate proficiency in the accurate and timely completion of treatment documents, and must perform these duties with limited supervision.

### **Essential Job Functions**

- Understands and effectively engages the clients with the treatment program.
- Communicates effectively with children, families, caregivers and community partners while maintaining an anti-oppressive and culturally-sensitive approach to care.
- Utilizes challenging interactions with the Client as an opportunity for therapeutic teaching.
- Provides proactive behavioral interventions.
- Demonstrates skills in active listening therapy and relationship-building with clients, families and community partners.
- Demonstrates initiative and uses effective problem solving skills.
- Schedules daily clinical activities for assigned caseload and prompts clinician to maintain timelines on clinical assessments and reviews, psychiatric assessment information integration, and crisis intervention documentation.
- Coordinates with other service providers when necessary to facilitate the individualized treatment planning process.
- Documents daily treatment notes which meet agency policies and state and federal regulations.
- Ensures that all necessary appointments related to treatment are scheduled in a timely manner and honored.
- Understands a coordinated, multidisciplinary team approach to engaging clients and families.



- Implements and monitors clients' treatment plans.
- Conducts functional assessments of client behavior and submits written reports in a timely fashion.
- Develops personalized treatment plans for each client to address their individual needs by successfully linking clinical assessment and functional assessment goals and interventions.
- Completes and maintains treatment documentation in a timely manner including note templates, progress notes, functional assessments, treatment plans and treatment reviews.
- Maintains links between assessment information and treatment plans/progress notes throughout the course of treatment.
- Schedules, documents and attends all treatment team meetings for assigned caseload.
- Establishes and maintains "working" client files at residential facility to assure that all information is accurate and complete, properly assembled, and possess all applicable signatures.
- Understands and maintains client confidentiality and treatment team collaboration.
- Attends weekly staff meetings.
- Perform other related work as assigned.

#### **Knowledge, Skills, and Abilities**

- Understand cultural issues relevant to the treatment process.
- Has appropriate sensitivity to client and family issues.
- Maintain and understand the importance of a clean, healthy living environment.
- Sufficient self-awareness of one's own developmental issues.
- Identify risk situations for closer supervision.
- Sufficient awareness of and appropriate application of developmental theory.
- Utilize Microsoft Office and Google Docs to automate administrative tracking and data collection tasks.
- Respond appropriately to crisis without immediate backup, and responds to emergency situations, medical, fire, etc.
- Communicate effectively both orally and in writing.
- Lift and move up to 50 lbs.



# Youth Advocates of Sitka, Inc.

Homes ● Schools ● Community

Sitka, AK 99835

Phone: 907-747-3687

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- Review and actively use agencies policies and procedures, DSM-IV, Physicians Desk Reference, Crisis Management Workbook, etc.

### Licenses and Certificates Needed

- Current driver’s license
- Valid driving history for the past five years
- Current TB Test
- Adult CPR Certification (current)
- First Aid Certification (current)

### Minimum Qualifications

Bachelor’s degree with a preference for human services, social work and education preferred. Core training and Certification in residential childcare and/or other applicable training completed within six months of hire can be substituted for education requirement.

I acknowledge that I have received a copy of this job description.

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*NOTE: YAS is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a “living document” updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job and identify performance measures and potential training needs.*