

## **Wernle Youth and Family Treatment Center**

### **Job Description**

**Job Title:** Lead Case Manager  
**Department:** Clinical  
**Reports to:** Director of Continuous Quality Improvement  
**Status:** Full Time Exempt

Wernle Youth and Family Treatment Center is a non-profit residential treatment – behavioral health care agency committed to providing quality services to children and their families through caring programs and healing relationships, which are reflective of God's love in Jesus Christ.

#### **Job Summary:**

Provides leadership and supervision for residential case managers and manages a case load to locate, coordinate and monitor a variety of services and support functions that meet the needs of residents in compliance with COA standards and state, federal, agency and all other applicable rules and regulations.

#### **Essential Duties and Responsibilities:**

##### **Services:**

- Monitors individual/group behavior interventions to assess needs of residents and unit staff.
- Monitors residents' participation in treatment programs outside of the residential unit and the supporting documentation.
- Researches and obtains resources necessary to implement group components.
- Facilitates skill-building groups designed for unit residents.
- Trains and supports unit staff to ensure their ability to conduct groups and facilitate other program components.
- Facilitates and participates in resident case reviews.
- Writes caseload reports; documents case management notes.
- Communicates with family regarding resident's progress and response to treatment.
- Acts as liaison between resident's family and referring agency.
- Coordinates resident's parent visitations and family therapy sessions.
- Communicates with and provides referring agencies with resident's progress reports.
- Attends court hearings and provides testimony concerning resident progress and response to treatment.

- Works with therapists to ensure sessions take place as scheduled and/or needed and that supporting documentation is completed.
- Coordinates medication management with residential psychiatrist.
- Coordinates education services, including procurement of transcripts and education plans, enrollment, etc.
- Ensures resident's review and signature of intake and discharge paperwork, including an explanation of rights, responsibilities and complaints.
- Coordinates the set up of Medicaid.

**Supports:**

- Assists therapists with development, implementation and monitoring of individual treatment plans.
- Participates in unit staff meetings.
- Assists with unit supervision as necessary to maintain program structure and integrity.
- Attends and participates in all clinical meetings, including weekly supervision meetings.
- Ensures provision of clothing for residents as needed.
- Other support functions as assigned or needed.

**Other:**

- Develops and maintains positive relationship with external customers, families and residents and employees.
- Assists in development, planning and facilitation of training programs for staff development, especially but not limited to policies and procedures.
- Obtains thirty-two (32) hours of continuing education credits per year.
- Performs other duties as assigned.

**Supervisory Responsibilities:**

- Provides leadership and supervision for residential case managers (4-5).

**Education and Experience:**

Possesses a Bachelor's degree in social work, psychology, counseling or a related area of study from an accredited school.

**Language Skills:**

Possesses ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Ability:**

Possesses ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Certificates, Licenses, Registrations:**

Possesses valid Driver's License, and be an eligible driver on Wernle's insurance plan.

**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 reach with hands and arms and talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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.

While performing the duties of this job, the employee may frequently drive an automobile, taking children to various appointments, recreational activities, etc. The employee is occasionally exposed to physical activities with the children that could result in restraining a child as well as physically removing a child to a secure setting. Employees may be exposed to outside weather conditions, blood borne pathogens, and a constant or intermittent high noise level that could cause distraction or hearing loss. The noise level in the work environment is usually moderate.

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Employee Signature

\_\_\_\_\_  
Date