

LINKS OF HOPE

JOB DESCRIPTION

CASE MANAGER

QUALIFICATIONS:

- (1) All employees must be committed to the mission of Links of Hope
- (2) Bachelor's Degree in Social Work or related field
- (3) Employee must have experience in a church environment

KNOWLEDGE, SKILLS AND ABILITIES:

Experienced in child protection services or related work, familiarity with community resources. Managerial and human relations skills. Demonstrate empathy, compassion and discernment. Ability to work with a team.

REPORTS TO:

Executive Director

CONSULTS WITH:

Clinical Supervisor and Community Based Care Staff

SUPERVISES:

Case Workers

PERFORMANCE RESPONSIBILITIES:

- (1) Meet with Case Workers weekly
- (2) Visit clients referred by Family Team Partnership for services
- (3) Meet with client families in their homes, offering appropriate assistance and referrals, in home classes, help with basic family functions, budgeting and other diverse services.
- (4) Develop family plan in concert with the client family and other professionals at Family Team Conferences.
- (5) Submit weekly reports on family visits and other reports as required.
- (6) Meet with staff for sharing, in service training, etc at direction of Executive Director
- (7) Other duties as assigned by Executive Director

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the Board of Directors approved plan. Length of work day and hours of employment shall be those necessary to meet requirement of the position.

EVALUATION:

Performance will be evaluated by the Executive Director in coordination with the President of the Board of Directors and the Executive Committee in accordance with assigned responsibilities.