

Job Responsibilities

- Assess youth admitted to the program by reviewing records, talking to referring agency, and interviewing youth and families.
- Coordinate with staff regarding admissions, discharge and transportation of youth.
- Coordinate all activities with court and referring agencies regarding admissions and discharges.
- Act as a resource person for all staff dealing with outside systems. Coordinate all family visits.
- Ensure that all guidelines (re:written reports and correspondence) are followed as required by the court and the referring agency.
- All other duties as assigned

Standards of Performance

The Case Manager/Worker's performance will be rated based upon:

- Job Knowledge/Skills
- Productivity
- Dependability
- Interpersonal Relationships
- Initiative
- Time Management
- Problem Solving/Decision Making
- Self Development

Horizontal and Outside Relationships

- Referring Agencies
- Court Personnel
- All Facility Staff
- Youth
- Families

Education and Experience

B.A. in the social or behavioral sciences preferred; or an equivalent combination of education (minimum of A.A.) and experience in working with juvenile offenders preferred. It is an essential function of the position that the employee have good written and verbal skills..

Hours

Regular business hours, and as needed.