



GRACE HOUSE
ministries, inc.
giving hope to girls in foster care

Title: Case Manager

Job Description: **The Case Manager** provides programming for girls in foster care. This position is full time, Monday-Friday (2pm-10pm) and functions as the girls in house social worker, thus addressing the girls social, psychological and emotional needs.

Job Duties:

- Follow up with house team to ensure incident reports have been completed correctly and submitted to office
- Communicates pertinent information with social workers and follow up with RPD
- Requests MATS when necessary
- Compiles and submits daily sign in logs to residential office
- Submits grievances reports to residential office
- Schedules counseling appointments and emails any important information to YPD and RPD
- Schedules EPSDT and initial/routine doctor, dental and vision appointments
- Manages and transports to appointments
- Responsible for medication cabinet accuracy (prescription and over-the-counter refills, maintaining/updating medication logs, discarding expired medications)
- Administers medications as prescribed by a physician, and documents in the daily medication chart/log
- Attends court dates, treatment team meetings, IEPs and ISP as requested/needed
- Accompany girls on emergency visits, communicate with doctors and follow up with house team and RPD
- Grace Goals-sets and discuss/review Grace Goals with each girl, compiles daily progress notes from house staff, submit weekly/monthly forms to residential office
- Works with house team to ensure point system is carried out
- Monitors the physical, emotional, and mental health of the children
- Review visitation forms and submit to RPD
- Serve as on call staff for social service related matters
- Prepares monthly progress reports on all residents
- Maintains a calendar with important dates: court dates, medical appointments, ISPs, activities, etc.
- Ensure parents conduct a practice evaluation drill every two months or when new residents are admitted.
- Meet with house moms to determine if medicine/ treatment needs to be adjusted if necessary.
- Check organizational calendar and email on a daily basis.



Shared duties/responsibilities with live-in:

- Serves as a positive role model for the children
- Helps each girl develop a strong Christian character, positive self-image and healthy personality
- Provides a safe environment that promotes the general welfare of the children
- Implements planned wholesome, age-appropriate recreational, educational, and social activities for each child
- Provides proper supervision of the children both at home and away from home
- Ensures that each child has adequate and appropriate clothing and shoes
- Protects the physical and personal privacy of each child from inappropriate actions by others
- Collaborates with the RPD and EOD in the development of disciplinary procedures and behavior modification techniques
- Administers discipline and behavior modification techniques in accordance with established policies and procedures
- Immediately reports to the RPD all injuries, accidents, and incidents that affect the physical, emotional, mental, or spiritual well-being of the children
- Maintains CPR and basic first aid certification
- Implements all household functions as planned or instructed by the social services team
- Maintains and updates house staff on the girls daily activity via the staff communication log
- Keeps the grounds well-groomed and free of hazardous objects at all times
- Attends regularly scheduled staff/team meetings
- Participates in staff orientation to Grace House Ministries, Inc. policies and procedures, parent education programs, workshops, classes, seminars, and support groups pertinent to innovative and creative parenting techniques
- Weekly house meetings (communicates with members of house and functions as a team)
- Participates in case conferences and MDT meetings with the residential program staff and other professionals who are responsible for providing services to the children
- Greet volunteers and supervise volunteer activities with girls
- Trained/knowledge of the requirements for state licensing, fire codes, and health permits

Qualifications:

- Must be 25 years of age
- Bachelor's degree required with course work in early childhood development, childcare, psychology, or related areas. Masters degree preferred.
- Prior experience working with children and youth (preferably children and youth in foster care or similar settings)
- Computer literate and technical savvy
- Strong organization and communication skills



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- Current certification in CPR and basic first aid
- Good physical health as documented by a current physical examination
- Some travel to local areas: Valid driver's license and automobile insurance; must obtain Alabama license and insurance within 30 days of relocating into the state
- Security clearance by the Federal Bureau of Investigation, the Alabama Bureau of Investigation, and the Child Abuse and Neglect registry

Work Environment:

- A solid Christian faith and a teachable spirit
- Be an example/role model to the girls
- Be a team-player and support the mission of Grace House
- Demonstrate professionalism in all aspects of job performance; very hospitable
- Business casual attire appropriate for office environment

Signature: _____ Date: _____