



**SUNRISE CHILDREN'S SERVICES  
JOB POSTING**

*Location: Glen Dale Center  
Contact: Joseph Spinale*

*Date Posted: 09/04/08  
Post Until: 09/18/08*

**JOB TITLE:** Case Manager

**DIVISION:** Residential/Healthcare Services

**REPORTS TO:** Chief Clinician or  
Treatment Director

**GRADE:** D (Exempt)**EEO: 2**

**PRIMARY FUNCTION & PURPOSE:** To provide intake, referral, case management, discharge/transfer and treatment interventions for clients and their families.

**KEY RESPONSIBILITIES & DUTIES:** The responsibilities and duties for this position include, **but are not limited** to the following:

1. Maintain a working knowledge of all Sunrise programs and services; Kentucky Department of Social Services policies, procedures and points of contact; and other private child care programs and services.
2. Coordinate pre-placement interviews and acceptance with agency programs. Conduct assessment interviews as needed.
3. Complete and maintain all necessary client information system forms and provide computer input required for intake process.
4. Initiate initial assessments and treatment plans.
5. Provide case management services to clients during service and for up to one year after services have been discontinued. This will include transporting clients to and from family therapy sessions outside the program.
6. Assist program personnel with transfer and discharge planning to assure the most appropriate service for clients in the least restrictive environment.
7. Act as liaison with the client's custody holder, school officials and other agency programs.
8. Participate as a member of treatment team on intake, discharge and ongoing treatment planning.
9. Assist clients, families and custody holder's in maintaining phone contact and relaying information to parties following treatment team meetings.
10. Attend treatment team meetings at other facilities and agencies as needed.
11. Other duties as assigned.

**QUALIFICATION:**

1. **Interpersonal Skills:** Competency in nonverbal, oral and written communications; ability to identify, define and explain day-to-day problems and solutions.

2. **Education:** Bachelor's degree in social services or human services
3. **Experience:** Two to four years job related experience in individual, family and group counseling as well as case management.
4. **Skill:** Knowledge of diagnostic assessments and clinical interventions required. Knowledge of basic procedures and/or operations/programs. Ability and judgment to apply policies and procedures requiring a moderate degree of previous training or experience.
5. **Creativity:** Ability to generate imaginative work or ideas which affect moderately complex activities within his/her work group, programs or department; and the ability to conceptualize the implementation thereof.
6. **Responsibility:** Moderate impact on quality and efficiency of services or operation of agency or revenues/expenses. While most decisions on basic problems/issues are subject to prior approval, employee may be required to make decisions on an emergency basis without prior supervisory approval.
7. **Supervision:** None.
8. **Other:** Must be able to travel; ability to drive unassisted statewide is required as necessary.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel objects or tools; and to reach with hands and arms. The employee is frequently required to travel via car or van for two to six hours at a time.