

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.  
JOB DESCRIPTION**

**DATE ESTABLISHED** 09/30/99  
**DATE AMENDED** 4/1/06

**TITLE OF POSITION:** Children's Case Manager

**POSITION NUMBER:** 23-2

**PROGRAM:** Holmes/Washington/Jackson; Bay; Calhoun/Gulf

**COMPONENT:** Case Management Services

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:** Minimum of a baccalaureate degree from an accredited university, with major course work in the areas of psychology, social work, health education or a related human services field and a minimum of one year of full time or equivalent experience working with children who have serious emotional disturbance, or a minimum of a baccalaureate degree from an accredited university and at least three years full-time or equivalent experience in working with children who have serious emotional disturbance.

Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within six months of hiring). Completion of ADM approved case management training (within six months of hiring).

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

**SUPERVISOR:** Component Director

**POSITIONS SUPERVISED:** None

**ANNUAL SALARY MINIMUM:** \$24,370

**WAGE AND HOUR STATUS:** Exempt (Professional)

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**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:<sup>1</sup>**

**ESSENTIAL FUNCTIONS:** (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Complete thorough assessments of each recipient for whom services are provided.
2. Make home visits to complete each assessment.
3. Obtain collateral information from service providers both previous and current, including but not limited to inpatient, outpatient and medical records.

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<sup>1</sup> Expectations regarding quality and quantity of work are further delineated in the criteria-Base performances appraisal

4. Complete service/treatment plans and reviews.
5. Assist eligible recipients with the implementation of the service plan to meet identified needs.
6. Link the recipient with specified services and resources identified in the service plan.
7. Coordinate service delivery for recipients.
8. Monitor service delivery to recipients.
9. Facilitate recipient's access to needed services.
10. Provide continued assessment of recipient's needs and resources to update service assessment and service plan as needed.
11. Provide client related documentation in accordance with Center policies and procedures, component specific guidelines, Medicaid and contract provisions as applicable.
12. Initiate and participate in activities for staff, program and Center development.

**OTHER ESSENTIAL FUNCTIONS:**

1. Travel between multiple service sites.
2. Travel in multi-county service region.
3. Obtain and forward for data entry all information necessary for case opening; maintain client service delivery schedule.

**Copy received by:**

\_\_\_\_\_ **Date:** \_\_\_\_\_