

Job Title	Case Manager
Employer/ Agency	TRIPLE J'S Excellent Care Inc.
Job Description	<p>The Case Manager will be responsible for developing, assessing, facilitating, and monitoring all components of assigned caseloads. All duties will be performed based on administrative training and direct supervision of the Treatment Director. The Case Manager will maintain a flexible, organized, and efficient work schedule. This is a full-time* position and is subject to work overtime and being on-call for youths and staff.</p> <p>Duties include:</p> <ul style="list-style-type: none"> • Participate in youth intake and assessment interviews • Maintain youth file and develop goal-oriented service plans • Maintain confidentiality for all youth and program operations • Provide and maintain appropriate documentation • Establish helping relationships with youths and families/guardians • Provide advocacy as specified by Triple J's Excellent Care RTC and contract guidelines • Facilitate and participate in individual and group counseling • Prepare and submit documentation, assessments, and reports within required timelines • Provide Crisis Intervention for youth and families • Attend and participate in training, workshops, and in-services provided by Triple J's Excellent Care RTC or outside agencies as requested • Maintain professional and ethical standards as prescribed by Triple J's Excellent Care RTC and role model a professional demeanor at all times • Comply with both the agency and program policy and procedure manuals • Comply with all Licensing Standards as well as funding source guidelines
Qualifications	<p>Minimum Qualifications: Bachelor's degree in social service/human service or related field with a minimum of one year of experience working with at-risk youth. or Associate degree may be substituted with a minimum of 2 years' experience working in the social services field, mental health, and or residential treatment facility. or Master' Degree in social services/human services or related field; volunteer and internship will also be considered. Any educational or experiential qualifications will be considered as equivalent in lieu of the above minimums and will require prior approval from the Executive Director or designee. Must be 21 years of age or older</p>

Salary/Hours	To be determined at the time of the interview.
Address	3423 Riverside Glen Lane
City, State, Zip	Richmond, TX
Contact Person	Jeffrey Ediagbonya
Telephone Number	313-695-4311
Email Address	TJEC_INC@YAHOO.COM
Application Method	Email or call to inquire about the position.
Opening Date	Immediately

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