

Job Description

CASE MANAGER/QMHP

Purpose of Position: To provide intensive case management and counseling services for youth and/or families referred to the Juvenile Probation Department or the Juvenile Justice Alternative Education Program (JJAEP).

JOB FUNCTION:

FOR JJAEP:

Complete intake with child and parent

- Perform screening assessment at intake with child and parent.
- Complete a appropriate PACT
- Complete a case plan for goals and objectives towards completion of the JJAEP students.
- Complete initial interdisciplinary meeting with family and child upon the first 30 days of enrollment.
- Meet with students as needed weekly or more frequently as needed to stay on track with goal and objectives to promote through the program.
- Meet with students as a group to complete Life Skills and substance abuse education.
- Establish rapport with the family and provide services as deemed appropriate.
- Notify parents of positive UA tests within the JJAEP.
- Refer out to services as deemed appropriate per child and/or family.
- Complete interdisciplinary meeting with parent and child as required; including final interdisciplinary meeting upon returning to school.
- Provide updated documentation.
- Assist schools specifically DAEP students in crisis.
- Assume other duties and responsibilities designated by the Chief or Designee.

PROBATION REFERRALS:

- Develop rapport and assess the child referred involving his/her parents as much as possible.
- See child at home and in school.
- Establish a service plan with child and family.
- Work closely with the referring probation officer.
- Provide substance abuse education when appropriate.
- Refer to other services when appropriate.
- Make recommendations to the court regarding treatment and services for child/family.
- When children are removed from their home, work with facility to prepare family for the return of the child. Also, work with the family to insure a smooth transition for child's return home.
- Provide updated documentation.
- Participate in staffings of referrals to the department.
- Participate in CRCG when necessary.
- Assume other duties and responsibilities designated by the Chief or Designee.

Position Qualifications:

Education:

- Good Moral Character.
- No disqualifying criminal history as described in the 37 TAC 344.000.

- Have acquired a bachelor's degree conferred by a college or university accredited by an organization recognized by the Texas higher Education Coordinating Board.
- Certified QMHP within 90 days of employment.
- Experience working with at risk youth and families.

Knowledge and Attitude:

- Knowledge of treatment programs and techniques.
- Knowledge of treatment techniques for special needs students and their families.
- Knowledge of Community resources.
- Abide by TJJD Code of Ethics and standards for operation.
- Must be able to communicate with staff and clients.
- Must be adaptable to change.
- Has experience with developing, interpreting, and implementing programs to meet the client's needs.
- Must be able to concisely and clearly document.

Working Conditions:

- Salary is commensurate with formal preparation, experience and agency's funding status. Fringe benefits outlined in the personnel handbook.
- Position requires 40 hours per week eligible for holiday and vacation benefits as outlined in the personnel handbook.
- Office base determined at time of employment.
- Supervision: Responsible to management.

Case Manager/QMHP

Date

Chief

Date