



JOB DESCRIPTION

JOB TITLE: Youth Services Case Manager

JOB CODE: 3570

DEPARTMENT: China Spring Youth Camp/Aurora Pines Girls Facility

REPORTS TO: Youth Facility Manager

FLSA STATUS: Exempt

SUMMARY OF JOB PURPOSE

Primarily responsible for researching, developing, documenting, and implementing most aspects of a youth's treatment during their stay in a non-secure youth residential treatment facility/camp; assures the safety, health, and welfare of the residents while using counseling, educational, and life skills to build character and encourage the youth's successful transition into their community.

ESSENTIAL FUNCTIONS

1. Conducts both individual and group counseling sessions; schedules regular sessions with individual youths, parents, probation officers, medical providers, and other camp staff or residents; discusses cause and effect of various behaviors; engages participants in an open dialogue concerning personal and family values, attitudes, and lifestyle; evaluates the circumstances that influenced the delinquent behavior and counsels accordingly.
2. Researches and develops individualized treatment plans; reviews case histories, assembles records, obtains information from the youth, parents, and other involved parties; develops treatment curriculum and finalizes treatment plan for review and approval.
3. Establishes and maintains all legally required documentation pertaining to youth adjudicated to the camp; creates a complete record of the activities and behavior of the youth and maintains the records in a confidential file; routinely reviews the records to determine progress and compliance with court ordered expectations, goals, and objectives of treatment plan; determines when modifications to the treatment plan are required, discusses changes with superiors and follows approved action.
4. Organizes and summarizes information, and provides to the psychologist; schedules meetings for resident and/or family members with the psychologist; attends and participates in family/resident meetings with psychologist; follows up on recommended intervention; facilitates weekly meetings between parents and resident; keeps parents apprised of progress, strategies for improvement, and parental participation in the program.
5. Functions as liaison between all parties associated with the youth's residency at the camp; responds to questions and concern of youths; answers inquiries from parents, probation officers, and court management; attends staff meetings; briefs superiors on progress and concerns about individual cases; facilitates tours of the camp for visitors.
6. Oversees, observes and monitors the behavior of youths throughout their daily residential, educational and recreational activities; supervises residents and maintains order when staff coverage is required; determines rule infractions and determines action to be taken; prepares incident and disciplinary reports; develops behavioral improvement plans and course of action to aid in the resident's progress within the program.

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7. Processes youths arriving and departing the camp, including the issuance of clothing, bedding and personal items; provides orientation for new arrivals; explains procedures, daily routine and rules of conduct; administers the MAYSI and completes proper documentation based on the results.
8. Interacts with new and current residents to determine any unusual tendencies or behavioral traits and communicates them to the line staff; administers prescription and non-prescription medication, documents administration of medication, gives first aid as needed, and observes and reports all symptoms of illnesses.
9. Fulfills the role of Supervisor in the absence of same, assists with supervisory duties as needed, and assists Facility Managers upon request.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Sociology, Psychology, Social Services, Social Work, Criminal Justice or other closely related field, plus three (3) years professional youth counseling experience in juvenile corrections, law enforcement, or social services environment; OR an equivalent combination of education, youth work experience, law enforcement, or military service, that could provide the required knowledge, skills and abilities.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, juveniles, and the general public.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of available youth and community resources; Nevada laws pertaining to rights of minors; problems of low-income and delinquent youths; cognitive behavioral therapy and/or rational emotive behavior therapy techniques; group and individual counseling techniques. Knowledge of modern office management principles and practices, including the ability to use personal computers as well as a variety of software packages in the production of documents and in retrieving data. Ability to respond to, and make decisions, under stress of emergency and confrontation; remember and make a written record of observations and actions taken; communicate effectively with individuals in a variety

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of different emotional states, from a variety of backgrounds, and with different educational backgrounds and mental capacities; ability to maintain confidential records and reports; analyze, interpret, and report research findings.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; CPR, First Aid, AED, ICS, HIPAA, and Blood Borne Pathogen certifications required within first year of employment; JIREH Safe Physical Management Certification and training required within the first six (6) months of employment; must keep all certificates and licenses current throughout duration of employment; must keep all certifications and licenses current throughout duration of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in remote, non-secure juvenile residential facility/camp; work involves intense concentration on activities going on around one's location on a constant basis throughout the entire work shift. Work may involve personal danger and exposure to hazardous situations; requires physical ability to subdue argumentative individuals. Must maintain a level of physical fitness to meet Department standards; must be able to work during weekdays, weekends, and holidays on any assigned shift; while performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

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