



Divinity Family Services

Job Title:	Case Manager	Supervisor:	Kristie Cunningham
Department/Group:	Admin/Development	Position Type:	Entry Level
Location:	Divinity Family Services, HQ 1312 Bandera Highway Kerrville, TX 78028	Travel Required:	85% travel required
HR Contact:	Terry Thomas	Extension:	103

Applications Accepted By:

EMAIL:

DFSemploymenttopps@divinityfamilyservices.com

Subject Line: Case Manager

MAIL:

Terry Thomas
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 Divinity Family Services
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Job Description

ROLE AND RESPONSIBILITIES

The essential functions of the Case Manager include assessments, planning, implementing, monitoring and advocating for children in care. The Case Manager is responsible for establishing relationships to meet the identified needs of children placed with Divinity Family Services. Documentation of needs and how these needs are met and monitored regularly is an on-going responsibility of the Case Manager.

Duties

- Responsible for monitoring the home and services to the child. Through regular visits to the foster home, the foster home, the Case Manager establishes a rapport with the foster family. The Case Manager is responsible for establishing relationships with the child, conservator, foster family and treatment team.
- Identify and seek resolution for potential problems arising with foster parents, staff or other involved parties.



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- Responsible for ensuring that educational services are provided to the child and linking assessments and plans to meet the child's educational needs in the public school setting. This includes attending ARD meetings and requesting special services through the school to meet the child's educational needs.
- Responsible for attending treatment plans and reviews where the child individual Service Plan will be developed by the treatment team. Case Manager completes the Service Plan for children at the Basic LOC.
- Responsible for attending Permanent Planning Team meetings and disseminating the child's Individual Service Plan to the conservator.
- Responsible to attend Judicial Reviews of the child and to share information for planning to the child's legal and treatment team.
- The Case Manager is responsible for gathering information from various sources to develop the Service Plan. The Case Manager is responsible for disseminating the Service Plan of the child to all invested parties.
- Responsible for ensuring that the child's Individual Plan of Service is implemented. The Case Manager will help the foster parents in documenting how they are working on the goals for the child that are in the child's Individual Plan of Service. The Case Manager will document monthly how the child is doing on working toward the goals in the Plan of Service. The Case Manager will share feedback to all invested parties and staff when appropriate.
- Ensure that all doctor appointments, dental appointments, and any other plans are carried out and received and manages documents concerning services in the child's records. The Case Manager ensure transportation is completed by the foster parents to any identified services the child needs.
- Attends staff meetings, conference, workshops, seminars and any other programs to assure that applicable hours of continuing education is completed annually.
- Complete other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's Degree
- Examples of relevant work experience in social, human, or protective services include paid or volunteer work within social service agencies or communities providing services to families or other at-risk populations.

Conditions of Employment

Employee must have and keep a valid Texas driver's license. DFS will also conduct criminal background checks and reserves the right to conduct drug screenings at random. Work weekends and evening hours when necessary. Employee must maintain working cellular phone service at all times for on-call and after-hours availability. Adhere to all current federal & state laws, as well as Divinity Family Services policies and procedures, regarding the safeguard of confidential healthcare



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information and compliance with the Health Insurance Portability & Accountability Act (HIPPA). The employee may be required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl and talk and hear. On rare occasions, the employee may have to lift up to 30 pounds.

In compliance with the American Disabilities Act, Divinity Family Services will attempt to make reasonable accommodations upon request.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Terry Thomas, HR	Date:	January, 2020