



Job Title: Case Manager/Youth Counselor

Program:

Reports to: Program Director/Clinical Staff

Effective Date:

Job Summary: The Primary responsibility of this position is to provide an array of Case Coordination and Supports to youth residing at the Flathead Youth Home. Additional emphasis will be directed to assisting youth in establishing and maintaining relationships with family, fictive kin, or other branches of potential support and preparing youth for transition to adulthood and independence. This position will also provide for the general care of at-risk youth and manage the treatment milieu and routine within a home

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

The Case Manager will provide individualized support to youth in care related to the following core areas:

- Care Coordination: This includes participation in the development of a Care Plan with active participation of the youth.
- Scheduling, transporting, and participating in appointments (i.e. medical, school, other agencies) with youth as necessary to achieve identified case management goals and service needs.
- Coordination of services and advocacy on behalf of assigned youth.
- The implementation of an array of activities designed to improve family engagement and other supports that can expand a youth's "web of belonging" both during and after residing at Youth Homes.
- Identifying, facilitating, developing and/or providing educational/vocational/life skills training to prepare the youth for transition into adulthood.
- Providing post-discharge follow-up and support to youth.
- Complete accurate and timely documentation of project-related activities.
- Participate in training and meetings with other Case Managers to coordinate implementation, share experiences, improve model, and accurately evaluate the program.

The Youth Counselor will assist Full-time staff in their duties, to include:

- Maintain the daily routine and structure of the home.
- Work within a treatment team, both within the staff and in the community, in a cooperative and mutually supportive way.
- Provide a safe, consistent and structured living environment for the youth in care.
- Supervise, manage and instruct positive interaction and conflict resolution among the residents in the home.
- Assist with management of a stable yet dynamic set of house rules and values.
- Prepares and shares nutritious family style meals with youth.
- Provide for transportation or residents.
- Oversee and teach chores and general house cleaning/maintenance.
- Assist with relationship building skills.
- Teach and model recreation skills and implement the recreational program of the home.
- Work with youth in care to meet their unique and individual needs.
- Monitor individual behavior of youth in care.
- Provide instruction, praise and reward for positive behavior.
- Do intervention with or confrontation of negative or destructive behavior.

- Give consequences when appropriate.
- Teach and model appropriate behaviors.
- Record behavioral data.
- Maintain program structure and assist with program accountability.
- Make entries in administrative and behavioral logs.
- Document all incidents.
- Stay abreast of all information in logs.
- Write reports as necessary and required or requested.
- Attend and participate in a wide variety of team meetings.
- Attend and assist with corporate functions and meetings, as requested.

Required Skills/Abilities:

- Excellent documentation skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- The ability to establish and maintain rapport with youth.
- The ability to navigate challenging situations and exercise sound judgement
- Strong analytical and problem-solving skills.
- Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and aware.
- Ability to work independently with a strong sense of focus, task-oriented, non-judgmental, open personal qualities, and clear sense of boundaries.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- High School Diploma or equivalent
- Knowledge of community resources and counseling/social work practices with children who are at-risk.
- Experience working with persons in crisis.
- Have an understanding of the child protective, youth court and mental health systems in Montana.
- A valid Montana driver's license.

Physical Requirements:

- Ability to lift 50 lbs. as needed.
- Ability to climb stairs as needed.

Employee Classification, Compensation and Benefits:

- This position is a full-time (30 hours- case manager, 10 hours youth counselor), Non-exempt position.
- Compensation is based on range establish in the Youth Homes' Salary Schedule.
- Youth Homes provides a generous benefit package inclusive of employer funded:
 - Annual Leave, Exceptional Leave, Educational Leave.
 - Long-term Disability and Life insurance.
- Employer contributions to:
 - Health Insurance.
 - Health Savings Account and 401(k) options with agency match.
- Available access for employee funded:
 - Dependent care flex account.

- Dental insurance coverage.
- Vision insurance coverage

Employee Signature:

Date: