

## Hill Country Youth Ranch Job Description

**Position:** GRO Case Manager

**Reports to:** Case Management Director

**Supervises:** N/A

**Classification:** Full Time non exempt

**Minimum Qualifications:**

High school diploma or GED. Two years of business office experience, including use of Word, Excel, and Outlook programs. Valid TX driver license plus a record of safe and responsible driving.

**Knowledge/Skills:**

Able to form and maintain positive relationships with school personnel, residents, and staff. Able to adapt quickly to a changing environment.

**Basic Function:** Transports children. Assists Case Management Director and Clinical Director with various tasks. Prepares and distributes various resident information reports.

**This position is subject to mandatory drug testing and any offer of employment is contingent upon acceptable results from a drug screen conducted for the agency. This position is exempt from overtime and may require more than 40 hours per week.**

**Responsibilities/Tasks:**

1. Meets with Case Manager Director for input, guidance, and exchange of information.
2. Reports regularly to the Case Management Director regarding communication with CPS caseworkers, including regarding their concerns about children placed, their special requests, and other relevant issues.
3. Assist with and coordinates written and verbal communication between residents and their therapists, psychiatrist, caseworkers and other social workers, and school personnel.
4. Keeps accurate records of scheduled court hearings and Permanent Planning Meetings for residents. Communicates this information to the Case Management Director and to appropriate direct care staff and support staff.
5. Processes resident requests for off-campus trips, visitations, and phone calls.
6. Communicates with CPS caseworkers in a professional manner to build positive case management relationships that benefit residents.
7. Reviews and distributes written correspondence between residents and their family members or friends.
8. Transport residents to various appointments off campus and on campus. Accompany and supervise residents as necessary. May also transport residents for other various reasons as related to resident's transportation needs.
9. Makes sure that residents arrive at all scheduled appointments on a timely basis.
10. Provide support for the Case Management Director.
11. Attends or assists in ARD program. Facilitates transfer of school information to appropriate direct care staff.
12. Assist in scheduling dental and medical appointments, case worker visits, lawyer visits, CASA visits, and family visits for residents.
13. Prepare and maintain appropriate resident documents. Maintains medical records, daily logs, and incident reports on a daily basis in an up-to-date manner.
14. Administers medication, CPR and First Aid to residents according to training guidelines, as required.
15. Maintain clean, orderly, and sanitary conditions in vehicles, work station, and any facility areas used.
16. Know, understand, and follow all HCYR Policies and Procedures as well as Child Care Licensing Standards.
17. Meet minimum standards for professional growth. Keep current in mandated training, per HCYR policy and TDFPS standards.
18. Work assigned schedule and comply with Hill Country Youth Ranch's timekeeping policy.
19. Reports need facility/vehicle repairs immediately to supervisor and Maintenance department.
20. Demonstrate responsibility, maturity, and role modeling in all interactions with staff and children. Follow HCYR policies and code of conduct serving as the social, moral, ethical, and legal role model for children.
21. Perform other duties as assigned.