

# Buckner Children and Family Services

## INTERNAL POSITION POSTING

**Opening Date: 5/16/10**

**Closing Date: Until Filled**

**Position Title: Case Manager**

**Position Status: Full-time**

**Department/Division: BCFS/Washington Bible College**

**Location: Lanham, Maryland**

**BASIC FUNCTION:** Provides case management services to foster care youth preparing for adulthood and to alumni who have previously been in TDFPS conservatorship desiring to improve their self-sufficiency.

### **RESPONSIBILITIES/TASKS:**

*NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

- \*1. Leads development of Program Manual and other program materials, including independent living skills curriculum.
- \*2. Analyzes program needs; develops, modifies and implements changes in programs to meet changing needs; demonstrates operational competence in managing resources.
- \*3. Assists eligible program participants with creating self-sufficiency plan that includes education, vocational training, employment, and living skills.
- \*4. Provides Case Management Services including review, evaluation, and update of individualized service plans, case notes, financial distribution, and referrals.
- \*5. Assists program participants with accessing community resources, including assisting with program enrollments, assisting with obtaining housing and other services.
- \*6. Develops professional relationships with institutions and agencies that provide education, job training, living skills training, employment services, housing, and child care services in order to coordinate services for program participants.
- \*7. Assists with development of program materials, including independent living skills curriculum.
- \*8. Travels as needed to carry out job responsibilities.
- \*9. Completes documentation as required.
- \*10. Promotes the program in the community.
- \*11. Conduct regular stakeholder, including current and former foster youth, meetings to guide ongoing services of the transitional programs, minimum of four times each year.
- \*12. Prepares chart audits and documentation required for Continuous Quality Improvement, including satisfaction surveys, utilization reports, and follow up reports.
- \*13. Prepares, reviews and submits required reports on a timely basis.
- \*14. Monitors and manages program expenses, contract requirements and budgets.
- \*15. Create and manage schedule of events and classes, including "office hours" for visiting agencies at the Transition Center.
- \*16. Plans and conducts training for clients, mentors and volunteers as needed.
- \*17. Represents the agency in designated interactions with outside agencies.
- \*18. Maintains compliance with all Buckner policies, procedures, and requirements.
- \*19. Maintains compliance with all federal and state laws. Maintains compliance with all agency regulatory guidelines and requirements.
- \*20. Performs other assignments and duties as requested.

\*Task which is considered to be an essential function of the job

**Numbers 1, 2, 3, 4,5,6, 7,11,12,13,14,15 16 and 17 are considered Primary Functions of the position.**

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**POSITION REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES:**

*NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

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1. Requires Bachelor's Degree in social service or related field. Minimum of 1 year of casework experience required; experience with foster youth and/or alumni preferred.
2. Requires knowledge of and / or work experience using community resources.
3. Requires experience with service delivery to youth or young adults.
4. Experience in delivery of vocational or other self-sufficiency services preferred.
5. Excellent interpersonal skills and communication skills (both verbal and written) are required.
6. Requires excellent organizational skills with attention to detail.
7. Requires strong problem solving skills.
8. Must have personal vehicle to use for business purposes.
9. Requires the ability to work independently with minimal supervision, exercise sound judgment and confidentiality.
10. Requires the ability to use up to 100 pounds of force occasionally and/or up to 20 pounds of force frequently and /or up to 10 pounds of force continuously to move objects and/or people.
11. Work deals mostly with areas such as preparing and reading data and figures, client records, reports, visual inspection involving small details. Although important, depth perception and field of vision (peripheral) are not as critical as the ability to distinguish small details and markings very near to the observer.
12. Requires the ability to grasp, push, pull, carry of otherwise manipulate objects, ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination.
13. Requires the ability to walk frequently; occasionally stand for prolonged periods of time; occasionally required to squat, climb stairs, kneel and twist; sit for prolonged periods of time.
14. Requires the ability to speak clearly and make oneself understood in face-to-face interactions; to articulate with accuracy to speak on the phone.
15. Requires the ability to receive verbal instructions, answer phones, etc. with some background noise.
16. Requires the ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
17. Requires the ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/assignments from a few hours to long periods of time (months).
18. Requires knowledge and understanding of the legalities involved with medical intervention.
19. Requires the ability to effectively work under pressure and remain flexible as priorities change.
20. Requires personality attuned to the requirements of meeting needs of the clients and ability to establish and maintain effective working relationships with other employees and the public.
21. Requires the ability to drive assigned vehicle(s) with appropriate state license, following all laws applicable; must be eligible to be insured under Buckner's insurance policy.
22. Requires commitment to Christian principles, teachings, ethics and integrity both professionally and personally.
23. Requires the ability to travel as required.

24. Proficiency in the use of various office equipment such as computer, typewrite, copy machine etc.
25. Requires sufficient good health to properly discharge duties. Employees shall not be permitted to work who have infectious disease or skin lesions, for the duration of the communicability.
26. Requires proficient ability to speak, read and write English.
27. Requires ability to drive assigned vehicle(s) or personal vehicle, with appropriate state license, following all laws applicable; must provide proof of liability insurance and must be eligible to be insured under Buckner's insurance policy.
28. Requires ability to maintain confidentiality.
29. Must be age 18 or older to work at Buckner.

**Contract: Human Resources  
Buckner Children and Family Services, Inc.  
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Dallas, TX 75201  
Phone: 214-758-8000  
Fax: 214-758-8159  
Email: resume@buckner.orgHuman Resources**

**Buckner is an Equal Opportunity Employer.**