



## JOB DESCRIPTION

**CASE MANAGER**  
**(Child Welfare Worker)**  
**Rincon Family Services**  
**Chicago, IL**

**Summary:** The essential function of the Case Manager is to provide comprehensive assessment supported housing, vocational and educational services, intensive case management, skills training, counseling, crisis intervention, and community resource development and service coordination to assist 17 1/2-20-year-old youth in residential care to achieve successful independent community living.

### **Duties and Responsibilities**

- Develop Participants' client service and Quarterly discharge plans as required
- Ensure timely submission of all required program documentation
- Prepare and submit check request for Participants bi monthly disbursements
- Prepare and review monthly budget with Participants
- Complete 906s as required (ie run, new intake, case closure)
- Attend administrative case reviews, court hearings and other essential meetings
- Interview clients using professional techniques and effective communication skills to enhance the service process with court personnel, community organizations, and law enforcement
- Assist Participants in developing educational goals and identifying an appropriate educational placement
- Assist Participants in completing other goals that have been outlined in the resident's DCFS Service Plan
- Conduct vocational, educational and social assessments as part of the ongoing service delivery process
- Provide mentoring, including crisis situations and assessments to clients
- Conduct vocational, educational and social assessments as needed
- Make timely and appropriate referrals and advocate for client services
- Act as a liaison between the agency and juvenile court system



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- Prepare and submit all reports, documentation and other requested work products in accordance with required time frames and guidelines
- Work with RAs and other support staff to ensure that the overall delivery of services provided to the Participants is effective
- Ensures that the overall delivery of services provided to the Participants is effective and meet Department requirements and standards
- Provides a continuum of care for the Participants, as well as transport/escort them to various community-based services as needed
- Work flexible hours including some evenings and weekends based on the needs of the Participants served and participate in an on-call rotation
- Attend all court hearings and administrative case record reviews
- Maintain documentation according to DCFS standards and format
- Promotes RFS's mission to Participants, staff, and the other shareholders, partnerships and alliances (government, community, congregations, individuals, foundations, and corporations)
- Assist with the development and submission of all program funding proposals
- Assist with identifying staff development and Life Skill activities
- Assist Program Coordinator/Supervisor with collaboration and information regarding DCFS policy and procedures
- Report to work as scheduled and timely
- Participate in the ongoing quality improvement process
- Maintain files for Quality Assurance and COA Accreditation
- Attend all required Agency, Department, and other staff trainings and general meetings
- Other duties as assigned M

**SUPERVISOR:** Child and Family Services Manager

### QUALIFICATIONS:

- Bachelor's degree in psychology, social work, or related human services REQUIRED.
- Illinois Child Welfare License REQUIRED.
- Must be CERAP Certified



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- Must have a clean driving record, a reliable vehicle, and carry auto insurance at a level required by the company.
- Must pass background checks and pre-employment drug screen
- Must be creative and flexible in approach to serving high need youth.