



## Pathway to Everyday Life

### Case Coordinator

#### JOB DESCRIPTION

<b>JOB TITLE</b>	Case Coordinator	<b>AFFILIATED PROGRAMS</b>	Case Management Staff
<b>LOCATION</b>	Northeast Pennsylvania	<b>CLASSIFICATION *</b>	<b>Exempt</b>
<b>SALARY</b>	<b>\$40K - \$48K</b>	<b>EFFECTIVE DATE</b>	01/01/2023
<b>REPORTS TO</b>	Operations Manager	<b>REVISION DATE</b>	05/01/2024
<b>SUPERVISES</b>	N/A	<b>UPGRADE POSITION</b>	Case Manager
<p>PATHWAY TO EVERYDAY LIFE IS AN EQUAL OPPORTUNITY EMPLOYER</p> <p><b>*Position Class – Position Classification</b></p>			

#### SUMMARY OF POSITION:

Accomplishes clients' care by assessing treatment needs; developing, monitoring, and evaluating treatment plans and progress; facilitating interdisciplinary approaches; monitoring staff performance. Admits new clients by reviewing records and applications, conducting orientations, and performing related work as required.

#### ESSENTIAL FUNCTIONS

- Interviewing the child or youth as part of case management/supervision.
- Reviewing documentation (Family Profile/Child Profile, IEP, Psychiatric Evaluations etc.) to determine placement appropriateness.
- Completes risk and safety assessments, progress notes, service plans, quarterly reports, discharge reports and all other program required documentation clearly, accurately, and within required timeframes.
- Aid in making appointments for clinical, behavioral, psycho educational treatment modalities based on the assessment of motivational and psychosocial issues, which may include family and group therapies, supervised visitation that focuses on the empowerment of families and the development of skills to utilize during familial interactions.
- Provides court testimony about observed and documented family progress, barriers to service delivery and goal attainment.
- Participates in staff development and training sessions as well as regular supervision.
- Following up with the referral source.
- Identifying the safety and well-being needs of the youth and his/her family for case planning purposes, this includes Safety Plans.
- Contact mental health, education or other professionals involved with the child/child's family to obtain information related to the child's psychological, developmental, behavioral, and educational needs and goals.



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- Meetings or Conferences regarding supervision of case; case/administrative reviews, Case Conferences, Team, Permanency planning Meetings.
- Development of goals, service plans, and youth safety plans.
- Prepare paperwork for discharge or for youth's release from care.
- Establishing visitation plans for the child and family.
- Always represents the agency and program in a positive manner.
- Abides by all program policies and procedures.
- Transports clients and families as needed, ensuring vehicle safety rules are always maintained.
- Direct care if needed.
- Medication administration if needed.
- Performs other duties as assigned.

### **OTHER DUTIES**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **SUPERVISORY RESPONSIBILITIES**

- This position is responsible for supervising client activity and ensuring that any supportive visitation services provided are supervised per the guidelines provided through Children and Youth services to ensure the safety and wellbeing of the children involved.

### **PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

### **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

### **TRAVEL**

- This position requires daily travel, children's doctor appointment, court appointment and most of the work time is spent in the community or Pathway's facilities.



**REQUIRED EDUCATION AND/OR EXPERIENCE**

- Bachelor’s degree in social work or related fields with at least 1 years’ experience working with children or individuals.
- Experience working with children or individuals with MH.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Must have a valid PA driver’s license.

**Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

I have read and understand, and I acknowledge receipt of a copy of this job description:

**Received and accepted by**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Reviewed with employee by**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Pathway to Everyday Life is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.