



## **Case Manager, Cornerstone Group Home**

360 Youth Services, a non-profit agency transforming the lives of youth for almost 50 years, is looking to hire a **Case Manager** for our **Cornerstone Group Home**, supporting mostly male-identifying youth ages 13-18. Our ideal candidate has experience or focused education related to working with young people who have experienced **complex trauma** and **providing affirming services with Black, Indigenous and People of Color (BIPOC) and the LGBTQ+ population**. The candidate can nimbly **adapt** to the needs of our housing residents and works **efficiently**, is **team oriented** while also being **self-motivated** and **self-aware**.

This **full-time (40 hours/week)** nonexempt position is a member of the agency's Cornerstone Group Home. The Case Manager has a caseload of up to 8 residents in the home and is responsible for program services including: coordinating client staffings, treatment planning, program liaison with DCFS, coordination with schools, court services and community resources.

**Reports to:** Group Home Program Manager

### **Essential Duties & Responsibilities:**

1. Document all case management activities of assigned caseload and work with youth to reach their goals.
2. Liaison to DCFS and other agencies, communicating goals and progress toward their goals.
3. Coordinate and lead client staffings including: attending staffings for incoming clients, facilitating staffings for current clients, completing reports within the required time period and attending staffings for recently discharged clients.
4. Coordinate and organize all intake and discharge paperwork of clients including: completion of centralized matching referrals, completion of discharge summaries, coordination of transportation services.
5. Engage residents with family members, mentors and adult supports to build network of support and determine visiting schedule for clients.
6. Enroll all students in appropriate educational and vocational opportunities including post-secondary education plans, including FAFSA completion, college visits, financial resources.
7. Set medical, dental and other wellness appointments as needed or required by DCFS.
8. Maintain all required client case files including client information sheet, SER/UIR contacts, medical service reports, CANS and ACR documents and submit to DCFS in a timely manner.

9. Interface with Residential Therapist and Psychiatric Nurse Practitioner for coordinated mental health support of residents.
10. Manage client medication supply and administration including submission of psychotropic consents to DCFS as needed.
11. Attend weekly individual supervision and monthly staff meetings as scheduled.
12. Participate in the development and implementation of continuous quality improvement activities as assigned.
13. All other duties as assigned by the Group Home Program Manager and Group Home Coordinator.

**Relationships:**

1. The Case Manager coordinates care daily with the Program Manager, Program Coordinator and Residential Therapist.
2. The Case Manager maintains positive relationships with the Behavioral Staff to provide seamless services to all residents.

**Qualifications & Characteristics:**

1. **Education:** Bachelor's degree in Human Services or related field.
2. **Experience:** Two year of relevant experience and knowledge of DCFS protocols and policies, preferred.
3. **Competencies:** Must be strength based, detail-oriented, demonstrate strong problem solving skills and center your work in harm reduction.
4. **Technical:** Must have either experience or strong education in complex trauma, affirming care for LGBTQ+ young people, and competency regarding working therapeutically with BIPOC populations.
5. **Social Skills:** Must be a positive, engaging, open to feedback, collaborative team player with the ability to work independently and take initiative.
6. **Leadership:** Must demonstrate professionalism, flexibility, and good judgment.
7. **Mission-Driven:** Reinforces 360's mission and vision with the organization and the community.
8. **Collaboration:** Able to work with the team to develop creative ways to support our resident's goals and well-being.
9. **Personal Growth:** Models adaptability and an awareness of the impact of change. Demonstrates a hunger to maintain and learn skills. 360 strives to operate from a trauma-informed, anti-oppressive and intersectional lens. Our expectation is that staff will embody these principles and continue to grow and develop in these areas.

**Special Conditions:**

1. Position requires occasional evenings and weekends and flexibility to meet client-staff ratios and cover during staff vacancies/absences.
2. Must have access to personal vehicle, a valid driver's license, good driving record, and proof of auto insurance.
3. Must be able to lift 50lbs and be on your feet for prolonged periods of time.
4. Must be able to pass a federal background check.
5. Preference given to candidates with knowledge and experience with youth in care, youth development, and youth who have experienced traumatic stress.

**ORGANIZATIONAL VALUES:**

Our values unite us as an organization. They are the anchors that steer our behavior, interactions with each other, and provide a guide for decision-making.

- **Compassionate:** We wholeheartedly care for and listen to others
- **Empowering:** We nurture potential, build on strengths, and inspire hope for a brighter future
- **Inclusive:** We accept others completely as they are
- **Affirming:** We encourage and celebrate personal identity
- **Respectful:** We hear people where they are and are willing to work on judgments we may have towards others while treating people with the highest regard
- **Authentic:** We are truthful and transparent in what we say and do

**About 360 Youth Services:** 360 is a powerful organization joined together by a shared commitment to change lives and inspire hope. By strengthening emotional skills, reducing youth access to and use of alcohol and other drugs, and ending the experience of homelessness, 360 works passionately in our pursuit to help children, teens and young adults experience their full potential.

360 Youth Services is an equal opportunity employer. Applicants of color and those who identify as LGBTQ+ are highly encouraged to apply. Decisions and criteria governing the employment relationship with all employees are made in a nondiscriminatory manner, without regard to race, color, creed, religion, national origin, sex, marital status, pregnancy, disability, sexual orientation, gender identity or expression, veteran status, age, FMLA status, or any other factor determined to be unlawful by federal, state or local statutes.

To apply for this position, please email a cover letter and your resume to: Carolyn Wahlskog, Executive Director of Housing at [cwahlskog@360youthservices.org](mailto:cwahlskog@360youthservices.org)

For more information about 360 Youth Services visit our website at: [www.360youthservices.org](http://www.360youthservices.org)