

Job Description
CASE MANAGER
QUALIFIED MENTAL HEALTH PROFESSIONAL

Purpose of Position: To provide case management service for youth and/or families referred to the Juvenile Probation Department or the Juvenile Justice Alternative Education Program (JJAEP) while training the school personnel in Mental Health First Aid, providing assistance in crisis situations, and Substance Abuse Education and basic counseling services.

JOB FUNCTION:

FOR JJAEP:

- Perform JJAEP screening assessment at intake with child and parent.
- Utilize the CANS assessment when appropriate for the child serving.
- Complete a case plan for goals and objectives towards completion of the JJAEP students.
- Complete initial interdisciplinary meeting with family and child upon the first 30 days of enrollment.
- Meet with students as needed but weekly to stay on track with goal and objectives to promote through the program.
- Meet with students as a group to complete Life Skills and substance abuse education.
- Establish rapport with the family and provide services as deemed appropriate.
- Notify parents of positive UA tests within the JJAEP.
- Notify parents of in-house and TJJD serious incidents and any consequence issued.
- Refer out to services as deemed appropriate per child and/or family.
- Complete final interdisciplinary meeting with parent, child, and returning school.
- Provide updated documentation.

PROBATION REFERRALS:

- Develop rapport and assess the child referred involving his/her parents as much as possible.
- See child at home and in school.
- Establish a service plan with child and family.
- Work closely with the referring probation officer.
- Provide substance abuse education when appropriate.
- Refer to other services when appropriate.
- Make recommendations to the court regarding treatment and services for child/family.

- When children are removed from their home; work with facility to prepare family for the return of the child.
- Provide updated documentation.
- Participate in staffing of referrals to the department.
- Participate in CRCG when necessary.

MENTAL HEALTH FIRST AID

- Schedule inservice with schools within Karnes and Wilson County to train staff to become mental health first aid responders
- Assist schools specifically DAEP students in crisis.

Position Qualifications:

Education:

- Good Moral Character.
- No disqualifying criminal history as described in the 37 TAC 344.000
- Have acquired a bachelor's degree conferred by a college or university accredited by an organization recognized by the Texas higher Education Coordinating Board;
- Possess the work experience or graduate study required.
 - A. One-year experience in full-time paid and/or fulltime unpaid case work, counseling, community, or group work;
 - a. In a social service, community, corrections, or juvenile agency that deals with offenders or
 - b. Disadvantaged persons; and
 - c. That provides the kind of experience necessary to meet this requirement, as determined by TJJD.
 - B. One year of graduate study means successful completion of at least 18 post-graduate credit hours.
- Certified QMHP
- Experience working with at risk youth and families.

Knowledge and Attitude:

- Knowledge of treatment programs and techniques
- Knowledge of treatment techniques for special needs students and their families
- Knowledge of Community resources
- Abide by TJJD Code of Ethics and standards for operation.
- Must be able to communicate with staff and clients.
- Must be adaptable to change.
- Has experience with developing, interpreting, and implementing programs to meet the client's needs.
- Must be able to concisely and clearly document.

IV. Working Conditions:

- Salary is commensurate with formal preparation, experience and agency's funding status. Fringe benefits outlined in the personnel handbook.
- Position requires 40 hours per week eligible for holiday and vacation benefits as outlined in the personnel handbook.
- Office base determined at time of employment
- Supervision: Responsible to management.

Email resume and a completed application, which can be found on the county website, to Melissa Padron at m-padron@kwjpd.com. 830-780-2228