

HUMAN RESOURCE MEMO

Case Coordinator (Full-time Position)

The Case Coordinator will be responsible for providing clinical services primarily to the residents. Services will include individual and group counseling, behavioral consultation, case management, and development of all treatment plans, safe environment plans and behavioral plans in conjunction with the Clinical Coordinator. Family counseling is provided on a case-by-case basis if identified as necessary in the service plan/treatment plan. The individual in this position will need to possess good communication skills and ability to work closely with cottage staff and other mental health professionals in order to provide quality service.

JOB QUALIFICATIONS:

1. Provide individual and group counseling sessions as specified by Clinical Coordinator, Maryland State Laws (COMAR) and other relevant Licensing or regulatory authorities, CARF, and/or program requirements.
2. Provide behavioral and mental health consultation to Cottage Staff for residents on caseload or as requested by the Clinical Coordinator.
3. Professional Behavior as dictated by Licensing/Professional Code of Ethics, Cedar Ridge Ministries. Responsible for monitoring and maintaining Maryland provider license; reporting child abuse or neglect in accordance with policy, understanding and meeting HIPAA standards for confidentiality and sharing of PHI, working to insure that clinical work is performed according to established quality standards and other duties as determined by programmatic need, Residential CEO or Clinical Coordinator.
4. Assist with creation and implementation of treatment team models with staff by conducting team meetings and providing or arranging for team building activities as needed.
5. Assist with development of therapy goals and objectives for each resident; insure that all clinical services are documented in accordance with governmental regulations and Cedar Ridge policies and Procedures.
6. Participate on the Therapeutic Group Home Admissions Team
7. Handle Emergency Situations either personally or through a delegated staff member.
8. Participate in the on-call rotation with other designated staff and handle crisis situations outside normal duty hours.
9. Other designated duties as specified by Clinical Coordinator or Residential CEO.
10. Must be able to subscribe to the American Association of Christian Counselors Code of Ethics.
11. Must be 21 years of age or older and possess a valid driver's license with a good driving record.

If you are interested in this position or would like further details, please see Twila in the Human Resource Department.