

**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. Must be 21 years of age or older and possess a valid driver's license with a good driving record.
2. Must be authorized as a mental health professional as described in the Annotated Code of Maryland Health-Occupations Article: qualified Bachelor of Social Work (BSW) worker, newly Licensed Certified Social Worker (LCSW), or newly Licensed Clinical Professional Counselor (LCPC).
3. Must be available to a qualified BSW or Master of Social Work (MSW) worker with license/experience; or LCPC who has newly graduated, since they are acting under the Clinical Coordinator's license.
4. Must demonstrate the capacity to understand residents with severe emotional disturbance and/or school problems and to develop further knowledge and skills for working with residents who may have multiple mental health and/or learning disabilities.
5. Must be able to withstand the work and pressures of treating residents with severe emotional disturbance, mental health issues and learning disabilities in a variety of settings such as individual and group counseling, crisis situations, cottage life, etc.
6. Must be available and willing to handle occasional crisis situations outside normal work hours and at least one evening per week.
7. Must have organizational abilities and detail orientation sufficient to organize and complete tasks in a timely and efficient manner within established deadlines.
8. Must have an understanding of computer technology sufficient to make effective use to complete tasks, with emphasis on utilizing MS Office applications.
9. Must accept and affirm a Judeo-Christian world view in both personal and professional life.
10. Must pass a detailed background investigation (i.e., Police, FBI, and Child Protective Services).

**If you are interested in this position or need further details, please contact the Human Resource Department at 301-582-0282 x151 or email [jobs@cedarridge.org](mailto:jobs@cedarridge.org).**