



**Job Title:** Case Manager

**Location:** Indianapolis, Marion, Terre Haute

**Open:** Rolling

## About Family Links

### Who Are We?

Family Links is a social services agency supporting the holistic needs of families to improve conditions and outcomes by providing relationship-centered services.

### Our History:

Family Links is a family-owned business that started in 2020 in Indianapolis, Indiana. We were established with the goal of supporting families, individuals, and the broader community with a focus on building capacity in others. Family Links has grown throughout Central Indiana with almost 40 social service consultants, across three locations and the surrounding regions. At Family Links, we pride ourselves on working with clients of all ages and backgrounds using a servant-leadership and client-centered approach. We look forward to supporting the communities we serve for the next few decades.

## Position Summary

Clients can receive case management services at home or in the community through Family Links. Among the services offered are accessing resources, finding employment and housing, parent-child education, life-work balance, and ensuring that the client is in compliance with DCS. In addition to providing supervised parenting time, case managers provide support and supervision to clients and their families. Caseworkers often attend in-person/virtual court sessions to discuss their cases and provide recommendations. Case Workers will prepare sessions and monthly reports using provider software and collaborate with other providers within and across agencies per DCS standards.

## Position Responsibilities

- Conduct home visits as well as transport clients to goal-oriented appointments and court appearances
- Conduct family assessments, create treatment plans and behavior modifications within 30 days, and update your plans every 90 days with your client
- Schedule home visits according to the client's needs
- Facilitate supervised visitations and objectively report observations through a child's lens
- Provide time-sensitive, objective-focused services
- Provide parent education training
- Assist with community connections
- Use logical processing in helping clients
- Provide efficient and honest services
- Participate in staff meetings and in-service training as required



## Compensation

- Salary range: \$30 - \$35 an hour based on years of experience, certification, and degree completion with a **bachelor's degree**.
- Salary range: \$35 - \$39 an hour based on years of experience, certification, and degree completion with a **master's degree**.
  - 40-160 hours per month

## Minimum Education & Experience Requirements

- Bachelor's Degree (Preferred)
- Master's Degree (Preferred)
- Work authorization (Preferred)
- Bilingual (Preferred)

## Other Qualifications

### *Preferred*

- 5-7 years of experience working with youth and families in the social services field
- Excellent verbal and written skills
- Possess resiliency and stick with your job to maximize your hours
- Demonstrated mastery of work requirements and interventions for client outcomes
- Resourcefulness
- Time management
- Ability to work independently
- Communicate effectively
- Represent the company with integrity and honesty

**If you are an interested applicant and would like to learn more about the company, please click the link below and submit the following:**

**<https://familylinksindiana.com/join-our-team>**

- Resume
- Two letters of recommendation
- Describe your goodness of fit for youth and family-based work
- Professional qualities and character
- Relevant qualifications for this role