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| Job Title: | High Fidelity and Targeted Case Manager Coordinator | FLSA: | Exempt |
| Department/Group: | Children’s Services | Reports To: | Children’s Services Director |
| Location: | Maysville | Travel Required: | Yes |
| Position Type: | Full-time |
| HR Contact: | Mary Breeze | Date posted: |  |
| Will Train Applicant(s): | Yes | Posting Expires: | ----- |
| **Job Description**: Administers a regional KY Impact Case management Program by supervising staff, managing budgets, developing programs and resources, and collaborating with other service partners to serve children, families, and communities. |
| Applications Accepted By: |
| Drop off at Comprehend Office611 Forest Avenue Maysville KY, 41056 | Email: mbreeze@comprehendinc.org |
| Job Description |
| Role and Responsibilities* Develop a comprehensive understanding of the purpose and intent of SED Legislation, the definition of a seriously disabled child, and the distinction between high fidelity and regular targeted case management priority populations. Remain familiar of all regulations pertaining to the KY. IMPACT Program.
* Coordinates Comprehends efforts to mobilize existing resources and eliminate service gaps for children in need of targeted case management services
* Initiate development of new resources for children in the IMPACT Program when gaps are identified.
* Rally community support of the program by providing in-service training to local agencies and entities.
* Upon referral of a child, enlist the cooperation of other agencies in the completion of the nomination form and the assembly of existing assessment documentation to provide a comprehensive base of information. If not in the mental health system, refer for an intake assessment. Meet with the parents and significant others to educate to the purpose and intent of the IMPACT Program. Obtain a clear understanding of the child’s needs prior to review and acceptance into the program.
* Attend state level meetings.
* Recruit, hire, and supervise staff for various position associated with the IMPACT Program.
* Regulate fiscal allocations, monitor expenses and budgets, generate monthly billings and report to CMHC regarding finances.
* Review service team plans for appropriateness.
* Serve on community boards/engage in community outreach efforts.
* Promote public relations.
* Complete all High Fidelity and Targeted Case Management trainings.

**Qualifications and Education Requirements*** Master’s Degree in Social Work, Psychology, Counseling, Marriage and Family Therapy or behavioral health related field with professional experience in the mental health or childcare field.

Or* Bachelor’s degree in a related field with at least five years’ experience in case management.
* Comprehensive knowledge of systems approach to problem solving and ability to implement such an approach.
* Ability to plan, organizes, and coordinates the work of others.
* Ability to relate well with staff and the general public.
* Good judgment and initiative.

**Physical Requirements*** Capability of visiting clients in their homes which may not be handicapped accessible.
* Must be capable of assisting with physically active children.

**Special Requirements** * Maintain a valid driver’s license and dependable transportation.
* Available and willing to commit to overnight stays and travel out of the region
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| Reviewed By: | Children’s Service Director | Date: |  |
| Approved By: | Human Resource | Date: |  |
| Employee Signature: |
| Last Updated By: | 03/08/2017 |