



Camelot Care Centers, Inc. is seeking a F/T Case Manager

**Summary of Duties:**

Assists and coordinates services for individuals and families needing support services by performing the following duties.

**OTHER QUALIFICATIONS** This position requires the following additional qualifications.

- Valid State Driver's License (In good standing). If moving to Illinois after position is accepted, must obtain an Illinois Driver's License within 30 days from Date of Hire.
- CPR & First Aid Certification within 30 days from date of hire
- Appropriate automobile insurance (at least state minimum)
- Current physical and TB (PPD) test within 30 days of employment.
- Signed employee acknowledgement of physical health and infection control responsibilities

**Essential Duties and Responsibilities:** Other duties may be assigned.

- Maintains and manages a caseload of families.
- Conducts meetings with members of the child's community at locations such as school, day care, job site etc.as needed to meet the child's service needs.
- Ensures the safety of each assigned child and actively reports risk management and infection control issues.
- Develops Service Plans in accordance with company, state and accrediting requirements; monitors and reviews the Service Plan with other mental health professionals.
- Provides services or coordinates linkage between providers to supply services based on assessments completed, ensuring consistent and effective treatment.
- Attends court sessions, state required meetings and other meetings as needed to support children and the treatment services of Camelot.
- Documents services provided, meetings, services plans and mileage logs in a timely manner.
- Participates in Camelot training related to direct service and case management skills as well as state mandated training. Incorporates information and processes learned into working with children and families.
- Participates in weekly treatment team meetings.
- Implements permanency planning and meets all permanency goals within established time frames.

**Specific Education, Certification and Skill Requirements:**

- Bachelor's degree in an approved Human Service discipline and in accordance with the applicable State Standards
- CERAP certification
- DCFS licensure, CCA, 402

Camelot offers competitive salary, mileage reimbursement & benefits. Vehicle required. Pre-employment background check required.