

Case Manager

Applications are now being accepted for a Case Manager with Randall County Juvenile Services/Youth Center of the High Plains. This position may require nights, weekends and holidays. Submission to a drug test, psychological exam, physical, and background check is required. Randall County is an E.O.E.

Definition:

This position involves the case management of juvenile offenders, both entering and exiting residential programs of the Youth Center, including receiving referrals, conducting groups, develop, coordinate, and facilitate case plans and reviews, progress notes, medical needs, pre and post testing, documentation, and transition planning. This position will investigate and analyze the special circumstances of each individual case, in order to make appropriate recommendations for the protection of the community and the rehabilitation of the child.

Education and Experience:

- Bachelor's degree required. Area of study in sociology, psychology, criminal justice or related field preferred
- One years' experience working with adolescents required
- One years' casework, counseling, or community or group work preferred

Qualifications:

- At least 21 years of age
- Must be able to qualify and remain qualified to drive county vehicles

Essential duties and responsibilities:

- Develops individualized goals for residents and monitors progress towards goal completion.
- Schedules, coordinates, and facilitates all initial case plans and case plan reviews.
- Maintains and organizes resident program files.
- Provides transportation in a county vehicle for residents to and from appointments outside of the secure facility.
- Facilitates transition planning and coordinates home passes.

Knowledge of:

- Casework and case planning
- Moderate computer knowledge and keyboard skills
- Cognitive therapy and behavior modification preferred

Ability to:

- Communicate effectively both orally and in writing.
- Possess and utilize a high level of organization skills to meet competing demands of the position; required documentation, scheduling, coordination of events, etc.
- Function independently with minimum supervision
- Obtain CPR and First Aid certification
- Obtain approved restraint technique certification
- Obtain Juvenile Supervision officer certification

Salary: Minimal salary starting \$44,419.86 depending upon qualifications and experience, plus full county benefits which includes health plan, dental plan, vision plan, holiday, vacation and sick leave, etc.

Applications may be picked up at the Youth Center of the High Plains (YCHP), 9300 S. Georgia St., in Amarillo. Or simply go to www.randallcounty.com and click on job opportunities to complete an application. Complete and submit an application, along with a letter of interest and an updated resume.

OPEN UNTIL FILLED