



Job description

Job Title: Clinical Case Manager

Department: Clinical

Salary: Commensurate with experience

Reports To: Clinical Supervisor

SUMMARY

The Clinical Case Manager is responsible for providing trauma informed individual and group services to support adult and adolescent survivors who have experienced sexual violence, intimate partner violence (IPV), human trafficking, as well children who have witnessed IPV and supporters of survivors of one of the previously mentioned victimizations.

The Clinical Case Manager is expected to independently manage a caseload (up to 24 individual clients) to ensure that all clients receive timely services.

CLASSIFICATION: Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Knowledgeable about best case practices in intimate partner violence, human trafficking, and sexual assault.
- Experience with counseling.
- Knowledge of issues of sexual trauma and gender-based violence.
- Demonstrates cultural competency in working with a diverse population.
- Under the direction of the Clinical Supervisor, develop appropriate treatment plans for all clients in a timely and culturally competent manner.
- Provide direct client services through individual and/or group counseling services.
- Refer clients to appropriate therapeutic or case management services, in support of client's optimal functioning.
- Document services via proper client paperwork, forms and progress notes, according to agency standards.
- Follow agency protocols around typical clinical risk management issues, to minimize risk to the client and to the agency.
- Communicate with referral source or outside service provider, in order to coordinate care in support of client's optimal functioning.
- The ability to work independently as well as collaboratively in a team environment.
- Thrives in a dynamic environment.

- Obtain necessary licensure (LMSW/LGPC)
- Identify and participate in continuing education trainings to maintain adequate licensure (if applicable)
- Assistance with quarterly grant reporting.
- Other duties as assigned.

Clinical Duties:

- Incorporate trauma-informed care philosophy, practices, and strategies in all activities.
- Provide trauma-informed and culturally competent individual, group, and crisis counseling for sexual violence, IPV, and/or human trafficking survivors and their nonoffending family members, partners, guardians or loved ones.
- Develop and/or facilitate survivor support groups.
- Maintain caseload of up to 24 individual clients.
- Complete data collection, data entry, and required reports and other related administrative paperwork in accordance with the program timelines and standards.
- Attend internal and external meetings with staff.
- Promote, support, and demonstrate TurnAround's mission, vision, and values through both behavior and job performance, and adhere to policies, procedures, and standards on a day-to-day basis.
- Effectively coordinate client care with other internal and external service providers and community resources to ensure continuity of care as needed.
- Work in collaboration with caregivers of children to problem solve; assist caregivers with behavioral management techniques.
- Other duties as assigned (specific to clinical department)

EDUCATION AND EXPERIENCE

Minimum Master's Degree in Social Work or Psychology

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Clinical License in Maryland (LCSW-C, LCPC, LGPC, LMSW, LGMFT). Or Eligibility to obtain a valid clinical license

- Must pass criminal background screening/CPS background check

LANGUAGE SKILLS

Ability to write treatment plans, business correspondence, and reports.

- Ability to respond and communicate effectively with clients, support family members and referral sources.
- Ability to speak effectively before groups of clients, collaborative agencies, or employees of the Agency.
- Ability to speak other languages ie: Spanish is a plus

REASONING ABILITY AND TECHNICAL SKILLS

Ability to operate personal vehicles to drive to community-based sites for work-related meetings or to provide therapeutic services, (occasional).

- Sufficient computer skills to operate email, Internet, Microsoft Office, and Apricot software.
- Ability to apply principles of logical or therapeutic thinking to a wide range of clinical and practical problems.
- Judgment when to seek supervisory consultation.

WORK ENVIRONMENT: This position is in a standard office environment with potential for limited remote work with approval of direct supervisor. Ability to provide therapy at least **one evening weekly is required.**

TRAVEL: Some local and state travel is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Routine office mobility.
- Occasional lifting of boxes.
- Ability to comfortably speak for an hour or more.
- Sustained posture in a seated position for prolonged periods of time.
- Must have valid driver's license and utilize personal vehicle.

AFFIRMATIVE ACTION/ EQUAL EMPLOYMENT:

TurnAround, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Parental leave
- Professional development assistance
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday