

Mid-Coast Family Services

OPENING DATE: 11.03.2021
FAYS CASE MANAGER

CLOSING DATE: Position May Close Without Prior Notice
GS-4
FULL-TIME, NON-EXEMPT

REPORTS TO: DIRECTOR OF FAYS FAMILY SERVICES

GENERAL DESCRIPTION

The purpose of this position is to deliver crisis intervention, counseling, skills training and case management services to children, youth and their caregivers who are experiencing problems with family conflict, truancy and delinquency.

ESSENTIAL FUNCTIONS, JOB DUTIES, AND RESPONSIBILITIES

- Assesses needs, develops plans of service, provides crisis intervention, counseling, skills-based training and abuse prevention techniques to at-risk youth and families.
- Adheres to TDFPS/PEI Standards for FAYS Programs.
- Maintains session notes to document plan of service progress.
- Plans discharge and completes summary follow-up forms as required. Coordinates respite care when necessary.
- Attends staff meetings and training to improve skills and share information.
- Work is performed under the general supervision of the Program Director with moderate latitude for the exercise of discretion and independent judgment.
- Inside work environment – inside 40%
- Travel time 60%
- Valid Texas driver's license and meet all insurance requirements
- Ability to position oneself in a bending position, maintain a stationary position, read, write, observe, communicate, and transport 15 pounds
- This job description does not cover all duties and duties may change or new duties may be added at any time, with or without notice

EDUCATION AND TRAINING

A Bachelor's degree from an accredited college/university in social, behavioral or human services.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must communicate effectively both orally and written.
- Strong decision making and organizational skills. Must be self-directed with sound judgment under stressful situations.
- Must have computer experience to include Microsoft Word, Excel, and Outlook.
- Exhibits cooperative teamwork with other staff to accomplish the efficient operation of the program.

Models professionalism by appropriate dress, language, ethics and work habits

Applications are available at Mid-Coast Family Services, 120 S Main, Suite 175 and can be downloaded from the MCFS website. For complete details regarding the duties of this position you may request a copy of the job description from Human Resources. This position is open to any person meeting the minimum qualifications as outlined in the current job description on file in Human Resources.

MCFS does not discriminate on the basis of disability in the admission to, or access to, or treatment or employment in, its programs or activities. MCFS invites applicants to disclose any need for accommodation in the application process.

MCFS is a drug free, tobacco free work-place. Offers of employment with MCFS will be tentatively based on successfully completing and passing required screening.

Please contact Human Resources for further information

MCFS is an Equal Opportunity Employer.
