


## **Lutheran Services Carolinas Job Description**

**Job Title:** Aftercare Case Manager  
**Supervisor (title):** Director of Transitional Living  
**Department:** Aftercare  
**Approved by:** Syhesia Sharpe 

**Date:** 4/25/2018

### **Position Purpose/Summary:**

The Case Manager (Aftercare Program) has primary responsibility for coordination of services for young adults from 18-25 years of age. The Aftercare Case Manager works intensely with the client by providing ongoing support and will help to build a plan of independence with the young adults they are serving in the program.

The Case Manager serves under the guidance of Director of Transitional Services. They are responsible for developing resources statewide to assist young adults who have spent time in foster care but did not successfully exit the system with a strategy. They will help define what their needs are and will have access to resources in different areas throughout the state to assist the young adults.

### **Essential Functions** *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Facilitate the recruitment and network of statewide resources to assist participants with independence.
2. Plan and supervise activities. Facilitate the desired outcomes established by the participants.
3. Monitor progress according to goals developed by program participants and continue to plan for transitions and discharges.
4. Complete reviews as required by Quality Management.
5. Assist in marketing Lutheran Services Carolinas programs with potential referral sources.
6. Be knowledgeable of DSS/Casey/COA policy and procedure in terms of intake procedures, service and reporting procedures.
7. Maintain accurate and current information on all individuals who receive services in the Aftercare Program.
8. Knowledge of and ability to maintain documentation files according to COA and LSC program guidelines.
9. Respond to other duties as requested.

**Supervisory Responsibilities, if any** *(The scope of the person's authority, including the positions that report to the incumbent.):* N/A

**Qualifications (Minimum Job Requirements)** *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

Education:

1. Bachelor's degree in a human services related field and two years of experience with population served or;
2. Bachelors degree in a non-related field and 5 years of experience with population served or;
3. Master's degree in a human services related field and one year of experience in child welfare.

Experience: See above.

Specific skills/abilities: Proven ability to work in a self-directed manner that will ensure that all work obligations are met according to the requirements of this position. Strong skills in group and team facilitation, completing paperwork. Time management and organizational skills required. Must be flexible and be able to work irregular hours. Knowledge of Microsoft office products, Word, Excel, etc. Demonstrated verbal and written communication skills. **Must have knowledge and ability to respond independently and promptly to marketing and community relations needs.**

Specialized knowledge, licenses, etc: Must be at least 21 years of age, possess a valid driver's license and have reliable transportation. Must have knowledge of family systems, childhood developmental and attachment theory, psychopathology, behavior management, psychotropic medications. Demonstrate cross cultural sensitivity. Knowledge of state, community and agency resources for all foster care programs.

**Preferences (Optional):**

Prior work experience with minority families.

Bilingual/Spanish (not required)

**Working Conditions/Physical Requirements:** *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

1. Ambulatory in all locations, ability to navigate steps.
2. Ability to bend, stoop, and reach overhead.
3. Minimum lift and carry requirement of 25 pounds.
4. Exposure to extreme behaviors.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

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Employee Signature

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Date

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Supervisor Signature

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Date

***Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.***