

CASE MANAGEMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing professional social work duties in connection with services offered through one or more agencies providing human services to the public. Emphasis is placed on the actual performance of social work duties with individuals, families, or groups in order to establish and coordinate treatment plans and services designed to improve social functioning and reduce psychological, emotional and social problems. Some administrative duties will be performed in this position. Work is performed under general direction with wide leeway for independently performing most job tasks.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Supervises and administers specific programs offered through a human services department or agency;

Participates in the intake and screening of clients;

Interprets agency policy for assigned staff;

Supervises and participates in individual, group and family therapy;

Coordinates various activity and treatment programs with other human services agencies;

Refers clients to other governmental and nongovernmental agencies;

Participates in informational and educational community activities to further community knowledge about services being offered;

Plans and schedules work of assigned staff;

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Refers cases to other agencies and coordinates various activities and treatment programs with other human services agencies;

Provides counseling and other social work services to clients and families;

Maintains records, files, and reports relating to services provided to clients.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, methods, procedures and practices of social work, of the functioning of human services facilities and the scope of services rendered, and of community resources and how to use them effectively with others; ability to organize, direct and coordinate the segment of the social work services in a human services agency; ability to prepare technical and informational data for administrative use; ability to provide professional leadership; ability to prepare, analyze and evaluate reports; and ability to plan and supervise the work of the social work staff.

MINIMUM QUALIFICATIONS: Two (2) years paid social work experience and a current certificate or limited permit to practice social work in the State of New York. Only professional, post-master's social work experience will be considered as qualifying experience.