**E. Job Title:** Therapeutic Case Manager (TCM)

1. Job Requisites
2. Education and Experience
3. Bachelor’s Degree in a social work discipline or another related human services field, and or the equivalent combination of education along with experience that meets the Kentucky state standards of job for this job description. Applicant must have and provide appropriate certifications and licensures while meeting all the requirements for the state of Kentucky, licensing and contract expectations.
4. General Requisites
5. Excellent professional communication skills (both verbal and written)
6. Computer and documentation skills to perform all essential job duties
7. Well organized with superb time management skills
8. Must be able to maintain a driver’s license and have a reliable automobile with adequate insurance to meet Kentucky standards
9. Demonstrate excellent therapeutic, assessment, and crisis intervention skills
10. Knowledge of treatment planning is preferred
11. Experience working with children who are emotionally challenged is preferred
12. Knowledge of therapeutic foster care is preferred
13. Great interpersonal skills
14. Knowledge of medical and psychiatric diagnoses is preferred
15. Working knowledge of state and community resources available to foster care agencies
16. Outstanding presentation skills
17. Primary Job Duties
18. Help to develop a treatment plan which includes any medication concerns in consultation with the foster child’s family or legal guardian
19. Provide top notch case management services to foster children
20. Provide necessary support to foster children and consultation to the foster parents
21. Adhere to all paperwork requirements established by the state placing agency as well as Heritage Children Services
22. Closely work with the Intake Specialist to help locate an appropriate Heritage Children Services foster family for a child in need of placement
23. Will periodically be required to participate in the rotation of the emergency after hours phone (be on-call in case of emergencies)
24. Will conduct home visits and out-of-home visits with foster children and foster parents
25. Produce monthly quality assurance documentation to ensure that foster homes meet the state standards for being a viable foster home
26. Closely work with child placing agencies to help find an appropriate Heritage Children Services foster home for a child in need of placement
27. Maintain accurate current case files, visit notes, medical records, and various other client records as necessary
28. Testify at court hearings
29. Make referrals to counseling, psychiatric, and psychological services if necessary
30. Coordinate meetings between a state placement worker and the Heritage Children Services foster home
31. Provide high quality services to empower clients
32. May be asked to perform additional duties on an as-needed basis

Effective: March 31, 2016