

Case Manager

About us

Created in 2001 by The Robert Wood Johnson Foundation, Children*s Futures works across Central Jersey to ensure that all children and families get off to a healthy start in life. At our core, we aim to increase opportunities for health and wellness and to ward off health and social problems that can lead to a lifetime of illness and dependency.

Children*s Futures is a 501 (c) 3 nonprofit organization whose mission is to improve health and development outcomes for children and their families. To achieve our mission, we formally collaborate with schools, social service providers, health care agencies, faith institutions, civic associations, employers and others around school-readiness and success strategies that have the greatest positive impact on children's immediate health needs, as well as long-term development.

Summary of Position:

Under the supervision of the Senior Case Manager, the Case Manager is responsible for providing case management services working in conjunction with the Senior Case Manager and a team of diverse disciplines to ensure seamless team care is provided for Children*s Futures clients and program delivery of Children*s Futures Wellness Center.

SUMMARY OF FUNCTIONS:

- Report to the Senior Case Manager.
- Provide ongoing support and expertise through comprehensive assessment, planning, implementation and overall evaluation of individual client needs.
- Enhance the quality of client management and satisfaction, to promote continuity of care and cost effectiveness through the integrating and functions of case management, utilization review and management, and activity planning.
- Accountable for the care and coordination of and planning for Children*s Futures clients.

CORE RESPONSIBILITIES:

- Evaluate new clients as needed in a triage assessment process designed to determine a client's immediate level of need and assist clients with accessing services needed.
- Develop, implement, review and revise client service plans.
- Set and follow up on appointments of clients at Children*s Futures Wellness Center.
- Provide direct case management services and support to clients, such as managing referrals and resolving issues.
- Adhere to departmental goals, objectives, standards of performance, and policies and procedures.
- Coordinate the integration of social services/case management functions into the client care, referral, and home planning processes with other centers, prenatal clinics, external service organizations, agencies and healthcare facilities.

- Assist Children*s Futures Community Health Workers with accessing the various social service agencies, hospitals and prenatal clinics throughout Mercer County needed to support clients.
- Communicate with staff and other agencies at regular intervals and develop an effective working relationship.
- Serve as a client advocate.
- Maintain data systems entry and documentation along with record keeping as needed by program and funder's requirements.
- Participate in staff meetings.
- Participate in ongoing training and education to maintain or obtain licensures/certifications.
- Performs other duties as assigned.

Qualifications:

- Education: Bachelors in Social Work or related healthcare field preferred.
- Experience: Minimum of one (1) year of review/case management experience or social work experience.
- Demonstrated ability to read and interpret various reports and data sources.
- Works well under pressure and makes deadlines.
- Excellent interpersonal skills.
- Possess organizational skills and ability to keep accurate records/documentation.
- Advanced computer skills for word processing, spreadsheets and databases.
- Work independently with minimal supervision.
- Excellent attention to detail, time management, and organizational skills.
- Excellent verbal and written communication skills in English and Spanish highly preferred.
- Bilingual – Spanish-speaking preferred.
- Other Requirements: Valid driver's license.

Job Type:

- Full-time

Benefits:

- Dental insurance
- Health insurance
- Paid time off

- Vision insurance
- Retirement contribution

Physical setting:

- Office/Hybrid (3 day in office, 2 days work from home)

Work Location:

- One location

Job Type: Full-time

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

Work Location: In person

Apply:

Please email your cover letter and resume to: jgray@childrensfutures.org and dkellyman@childrensfutures.org