



Position: Case Manager

Organization Type: Non-profit, Faith-based

Position Type: Contractor

Department: Clinical / Youth Services

Direct Report: Chief Operating Officer (COO)

Hours: Variable

Location: Multiple Locations to include but not limited to:

Ascent 121 Office: 1027 North Olney Street.

Lutherwood Treatment Center: 1625 N. Ritter Ave.

Client Homes

Travel: Workday travel within the Indianapolis metro area. No overnights.

Position Summary:

Ascent 121 provides clinical services to victims of commercial sexual exploitation and youth who are at risk of such. Under the general supervision of the Chief Operating Officer, Ascent 121 case managers will provide direct services to clients in home-based, office-based, and residential settings. Additional support services will also be included.

Position Duties: The duties of this position include but are not limited to the following:

Clinical

Provide education and coaching on various life skills, including but not limited to: coping mechanisms, communication, pro-social interactions, values orientation, and emotional resiliency.

Provide transportation and assistance with steps towards independence, including but not limited to: financial literacy, job readiness, and education.

Provide service referrals and assist with connections to maximize the use of natural community supports.

Attend court hearings in the absence of the clinician to provide progress reports and recommendations.

Practice as an interdependent member of a health team and provide important components of primary

health care through direct social work services, consultation, collaboration, referral, teaching, and advocacy.

Non-Clinical

- Education and training to become familiar with domestic minor trafficking
- Assist with fundraising and awareness events
- Attend job fairs and/or provider fairs
- Other duties as assigned

Productivity

- Meet with Chief Operating Officer and/or the supervising psychologist on a bi-weekly basis to review cases.
- Maintain records according to Ascent 121 policies and state accreditation standards.

Qualifications:

- Education: Bachelor's degree required in social work or related field.
- Must be 21 years of age or older.
- At least two professional, educational or personal references that attest to the person's capability of performing the duties of the position and to the person's suitability of working with or around children and vulnerable populations.
- Reliable transportation and clean driving record are essential to fulfilling the job responsibilities.
- A high level of analytical skill is required. Candidate must be able to speak and write clearly. Writing sample will be required during the interview process.
- Basic computer skills; proficiency with: Microsoft Word and Excel
- Provide laptop with Microsoft Office Suite for your use in preparing reports, or use computers in the Ascent 121 Office.
- Interpersonal skills necessary to deal with a wide variety of clients and professionals and have knowledge of community social service resources.
- Never have been shown by credible evidence (e.g., a court or jury, a department investigation, or other reliable evidence) to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application and evidence of having made efforts to obtain and evaluate references from previous employers
- Satisfactory preliminary criminal history background check and a satisfactory fingerprint records check determination as required by law.