

Job Title	CASE MANAGER
Employer/ Agency	KIDZ SAFE HARBOR RESIDENTIAL TREATMENT FACILITY
Job Description	<p>MINIMUM QUALIFICATIONS:</p> <ul style="list-style-type: none"> o Bachelor's degree from an accredited college or university o One year experience working with troubled youths o Must be 21 years or older <p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> o Manage the flow of information between all involved entities o Participate in youth intake and assessment interviews o Provide and maintain appropriate documentation o Establish helping relationships with youths and families and/or guardians o Prepare and submit documentation, assessments and reports within required timelines o Participate as a member of the treatment team o Comply with the agency and the respective program policies and procedures o Attend and participate in trainings and workshops as needed o Maintain confidentiality in all areas of the program o Comply with all licensing standards as well as funding source guidelines o Be a role model with a professional demeanor at all times
Qualifications	<p>BACHELORS DEGREE IN FINE ARTS 1 YEAR EXPERIENCE AS A CASE MANAGER</p>
Salary/Hours	<p>TO BE DISCUSSED HOURS ARE FLEXIBLE</p>
Employer/Agency	KIDZ SAFE HARBOR RESIDENTIAL TREATMENT FACILITY
Address	1202 LARK LANE
City, State, Zip	RICHMOND, TEXAS 77469
Contact Person	LEATTA JONES, LCSW
Contact Title	TREATMENT DIRECTOR
Telephone Number	281-990-3876
Fax Number	713-588-8434
Email Address	leatta@kidzsafeharbor.com
Application Method	Email or Fax
Opening Date	ASAP

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