



## **Case Manager: Independent Living Skills**

The Independent Living Skills Case Manager coordinates and administers Independent Living Skills planning, programming, and activities with and for Trent Hill Center residents and participants.

The Case Manager is directly accountable to the Independent Living Program (ILP) Manager of the Trent Hill Center for Children & Families (THC).

### **Relationships**

The Case Manager will work directly with Group Home residents, Independent Living Program and Day Services participants, THC staff, Community Partners, and as requested, with the Board of Directors and SCDSS.

### **Responsibilities**

1. Provides support and communication with & for ILP participants, group home residents, and Day Services participants, including but not limited to:
  - a. Serves as Independent Living Skills Case Manager for ILP participants, group home residents, and Day Services participants.
  - b. Utilizes THC Independent Living Curriculum to assist ILP participants in creating and enacting plans to satisfy the ILP program requirements and assists group home residents and Day Services participants in creating and enacting independent living skills plans.
  - c. Documents and reports productivity progress for residents and participants.
  - d. Participates in discussions regarding continued participation in the ILP program.
  - e. Participates in developing networks of mentors, community partners, and employment and volunteer opportunities.
  - f. Provides required transportation for residents and participants.
2. Administers and analyzes assessment tools, such as life skills and career exploration tools.
3. Utilizes motivational interviewing strategies and counseling skills when working with residents and participants to establish and make progress towards attainment of independent living-related goals.
4. Collaborates and communicates regularly with the THC team on independent living-related care plans and goals for residents and participants.
5. Complies with THC's policies and procedures.

### **Qualifications**

A Bachelor's degree is preferred. A candidate with 2+ years working with the targeted population in case work, group work, and case coordination would also be considered. Experience in

working with adolescents and young adults, familiarity with child development, and the ability to manage multiple projects and priorities, is required.

The Case Manager is a full-time, salaried position.

**Equal Opportunity Employment Policy**

It is the policy of Trent Hill Center for Children and Families to provide equal employment opportunities to all individuals. All employment decisions will be made without regard to gender, age, color, race, creed, physical handicap, national origin, sexual orientation, gender identity, religion, or any other protected characteristic as outlined by federal, state, or local laws.

Trent Hill Center's non-discrimination policy applies to all employment practices, including recruitment, hiring, promotion, termination, transfers, compensation, benefits, and working conditions.

Interested candidates should send a cover letter and resume to Tina Tedder, Human Resources Coordinator, at [tina.tedder@trenthillcenter.org](mailto:tina.tedder@trenthillcenter.org).