

## Care Team Social Work Case Manager

Salary DOQ + [Full-Time County Benefits](#); this is a limited-term position.

James City County Social Services Department seeks an individual to perform responsible work addressing the health needs of children and their families through the provision of community-based services under a grant-funded program.

### Responsibilities:

- Manage assigned caseload by completing assessments, conducting field visits to schools, homes, and hospitals, developing and implementing service plans that address family needs, and coordinating regularly scheduled family meetings with community service providers and school personnel.
- Make referrals for services by being knowledgeable of local services and resources, working with community service providers, serving as a client advocate in accessing services and working with other agencies such as schools, medical and mental health professionals.
- Document accurately and timely for enrollment paperwork, assessments, reports, family plans, progress notes, and other required forms.

### Requirements:

- Any combination of education and experience equivalent to a bachelor's degree in human services or related field.
- Must possess or obtain within 30 days of hire a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to analyze and use judgment in accomplishing diversified duties; think independently within the limits of policies, standards, and precedents.

**Accepting applications until filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>**