



## Job Description

**Position Title:** FRP Case Manager  
**Program/Department:** Family Recovery Program  
**Position Location:** 301 N. Gay Street, Baltimore, Maryland  
**Reports To:** Program Supervisor  
**FLSA Status:** Exempt

*The Family Recovery Program, Inc.* was originally created in August 2005, by private philanthropic partners including the Abell Foundation, the Baltimore Community Foundation and the Annie E. Casey Foundation, along with the Maryland State Departments of Budget and Management, Human Resources and the Governor's Office of Children, joined with the Safe and Sound Campaign and the Family League of Baltimore City. This nationally recognized program provides parents with the substance abuse treatment they need and a full range of supportive services, including mental health care, transportation, housing assistance and case management support. Services are tailored to meet the needs of parents who are often in crisis and unable to move forward without intensive, ongoing help.

The Family Recovery Program's goal is to reduce the time children spend in out-of-home placements by providing intensive substance abuse treatment services and judicial oversight administered by the Juvenile Court of Baltimore City to the parents of the children. The Family Recovery Program is able to achieve its goal because successful parents who maintain sobriety are more likely to be reunified with their children.

The Family Recovery Program's mission is, "At FRP, We *strengthen* families affected by trauma, substance use, and behavioral health conditions. We *engage* families in a diverse array of holistic services, and we *equip* families with the necessary skills to live a self-directed life.

The vision of FRP is as follows:

**Investing in families to build thriving communities.**

The FRP Case Manager will work with the Family Recovery Program, the family dependency treatment court of Baltimore City, to provide administrative support to the FRP staff. The FRP Case Manager, as an individual serving on the behalf of The Family Recovery Program, Inc., shall help lead the City's efforts to:

- Provide immediate access to drug and alcohol treatment services to mothers and fathers of drug affected children;
- Provide a critical role in enabling drug affected children to be placed in safe and sober living arrangements; and
- Maintain data collecting strategies that allow the City and State to realize program efficiency.

## **Basic Functions**

The *FRP Case Manager* shall provide substance use/mental health case management services to the parents of the Family Recovery Program. The FRP Case Manager shall monitor the parent's progress throughout their program-term and document all efforts made by the parent to Juvenile Circuit Court, attorneys, and interested parties in the child's foster care case.

## **Knowledge, Education and Experience**

The FRP Case Manger shall have:

- A current Certification of Certified Supervised Counselor (CSC-AD), Certified Associate Counselor (CAC-AD), or higher, or with a trainee status and the ability to become fully certified within one year of employment;
- A Bachelor's degree in any social, public health, or drug or alcohol related field, or an Associate of Arts degree with 5 years of experience;
- At least five to seven years of drug counseling or direct client service in public health, community service, or related work;
- Experience with web-based applications and familiarity with all office computer programs;
- Interest in, and knowledge of, evidenced based treatment and mental health assessment tools;
- Knowledge and understanding of the ASFA concept and timelines;
- Excellent written, verbal, analytical and organizational skills;
- Capacity to work with multiple agencies and treatment providers to provide a seamless continuum of treatment for deep-end populations;
- Commitment to working as a member of a team dedicated to serving deep-end populations;
- Demonstrated respect and concern for meeting the needs of Baltimore's most vulnerable children, youth and their families from an asset-based approach; and
- Track record of delivering results that improve the lives of children, youth and their families.

Preferably, a candidate for the FRP Case Manager position should have:

- Familiarity with Baltimore's child welfare system and social sector organizations that serve vulnerable children, youth, and their families;
- Experience working in City and State substance abuse tracking systems (e.g. SMART, Penelope, etc.);
- Experience working with multiple forms of media to engage hard-to-reach populations; and
- Experience working with evaluation and research tools to demonstrate results.