

# Children's Life Fund Authority

## JOB DESCRIPTION

### CONTRACTUAL POSITION

**JOB TITLE: Family Case Manager**

**JOB SUMMARY:**

The incumbent shall be responsible for planning, organizing, and supervising activities within the LifeUnit. He/she manages the day to day operations of the Unit, supervises all personnel, and promotes the work of the Unit. The incumbent will be responsible for ensuring a Clinical Assessment of the patient is prepared by a specialist review team to identify the best case management option.

<b>REPORTS TO:</b>	<b>The Chief Executive Officer</b>
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<b>SUPERVISION GIVEN TO:</b>	<b>Case Officer / Staff as required</b>
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**MAIN DUTIES AND RESPONSIBILITIES:**

- Submits to the Chief Executive Officer an Assessment Report based on the results of the assessments.
- Manages and increases the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function as well as coordination and communication between support and business functions.
- Assists with long-term planning for the Unit, including any initiative geared towards operational excellence.
- Assists with the management of the Unit's budget in coordination with the Chief Executive Officer.
- Disburses authorized checks for Authority/Unit expenses.
- Organizes fiscal documents.
- Performs other related duties as assigned.

**RESPONSIBILITIES: A. FISCAL MANAGEMENT**

- Assists Chief Executive Officer with the annual budgeting and planning process for the Authority.
- Develops and manages annual budget for the Unit.
- Generates year-end and quarterly reports.
- Assists Chief Executive Officer and Board in creating annual organizational budget and monitoring cash flow.
- Maintains Case files.
- Assists with the monitoring of the accounting systems and procedures capturing all pledges, billings and receipts and for the recording of all revenue transactions, recommend and implement improvements to systems.

**RESPONSIBILITIES: B. ORGANIZATIONAL EFFECTIVENESS**

- Receives and oversees the processing of applications.
- Provides technical support to the Clinical Assessment Team.
- Prepares assessment reports and submit recommendations to the Chief Executive Officer.
- Liaises with foreign hospitals as necessary to make arrangements related to care of patients using the services of the Fund.
- Prepares quarterly reports for the Chief Executive Officer on the functions and operations of the Unit.
- Prepares quarterly reports on cases managed for submission to the Chief Executive Officer and the

<p>Ministry of Health.</p> <ul style="list-style-type: none"> <li>Increases the effectiveness and efficiency of Support Services as well as coordination and communications activities.</li> <li>Drives initiatives in the management team and organization that contribute to long-term operational excellence.</li> </ul>	
<p><b>RESPOSIBI: C. ORGANIZATIONAL LEADERSHIP</b></p>	
<ul style="list-style-type: none"> <li>Contribute to short and long-term organizational planning and strategy as a member of the management team.</li> </ul>	
<p><b>KNOWLEDGE, SKILLS AND ABILITIES</b></p>	
<p><b>KNOWLEDGE:</b></p>	<ul style="list-style-type: none"> <li>Considerable knowledge of the Children Life Fund Authority and understanding of its processes and procedures.</li> <li>Considerable knowledge of the psychosocial model of health.</li> <li>Some knowledge of managing health-services organizations.</li> </ul>
<p><b>SKILLS AND ABILITIES:</b></p>	<ul style="list-style-type: none"> <li>Strong leadership and management skills in a small-team context.</li> <li>High competency in conducting the patient/case interview process and generating case reports in healthcare.</li> <li>Ability to inspire and motivate others.</li> <li>Ability to assimilate information for the purpose of communications.</li> </ul>
<p><b>MINIMUM EXPERIENCE AND TRAINING:</b></p>	
<ul style="list-style-type: none"> <li>Five (5) years of experience managing or leading in a health or related organization/sector, including three (3) years of experience generating case reports/documentation for decision making in a health or related organization/sector.</li> <li>Bachelor's Degree in a health-related field or the Social Sciences.</li> <li>Any relevant combination of experience and training.</li> </ul>	