

EMCMHC

Job description

CLASS TITLE: Intensive Case Manager

DEPARTMENT: Clinical

ACCOUNTABLE TO: Clinical Supervisor

PRIMARY OBJECTIVE OF POSITION: Under general direction provides services affecting the quality of the severely persistently mentally ill client; Concerns and services include housing, treatment compliance, financial matters, physical concerns, activities of daily living, socialization, recreation, and interpersonal relationships; Work varies in making individual judgments following well established guidelines and policies.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements may require lifting up to 25#'s (greater with assistance), bending, stooping, prolonged sitting, and the ability to get in and out of a vehicle without assistance;
- Must have ability to communicate orally and in writing; Possess people skills and the ability to work with those suffering severe mental illness;
- Work may be performed in an office, in a client's home, Group Home, and in the transportation of clients to appointments;
- Some traveling required where exposure to inclement weather of heat, cold, rain, and snow may occur; exposure to household chemicals may occur;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment; and
- Must possess a valid Montana Operator's License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Must provide for a strong advocacy on behalf of the clients served;
- Work shall be defined in a way to best address the needs of the client;
- Work is required to engage in any outreach that may be necessary in addressing any and all responsibilities;
- Develops a working knowledge of all supportive services available and how to access such services for the severely and persistently mentally ill individuals;
- Shall be available and serve on crisis situations on a rotating basis or as needed;
- Shall attend clinical staff meetings with the Mental Health Staff and is encouraged to participate in peer review and identify any difficulties with regard to clients that might be best served;
- May act as representative payee for EMCMHC clients as deemed necessary; and
- Performs other duties and responsibilities as may be needed.

CLASS TITLE: Intensive Case Manager (continued)

SUPERVISION – RESPONSIBLE FOR THE WORK OF OTHERS: May supervise trainees.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree, or equivalent demonstrated work experience in the mental health field;
- Must complete MANDT Certification;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment; and
- Must possess a valid Montana Operator's License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

EXAMPLES OF PERFORMANCE CRITERIA, AND EXPECTATIONS:

- Must be skilled in organizing daily work schedule and time so that each client is given the time that is needed;
- Must be skilled in listening and assisting the client in formulating goals and behaviors that will direct them toward their goals and behaviors;
- Must develop a working knowledge of residential care resources and how they may best address the idiosyncratic need of specific clients;
- Shall meet all billing requirements set by EMCMHC;
- Shall comply with all state regulations pertaining to record keeping and documentation of services provided; and
- Complete all training required by EMCMHC.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

09-11-2014