



*Eastern Montana Community Mental Health Center
Administration Office
2508 Wilson Street
PO Box 1530
Miles City, MT 59301
406-234-0234*

CLASS TITLE: Care Coordinator

DEPARTMENT: MACT Team

ACCOUNTABLE TO: MACT Team Lead

FLSA: Non-Exempt

Salary Range: \$13-\$16/hr.

PRIMARY OBJECTIVE OF POSITION: This member of the MACT multidisciplinary team has training in social work, psychology or education and clinical skills to provide treatment, rehabilitation, and support services to program clients with severe and disabling mental illnesses under the supervision of the Team Lead. Functions as a member of the multidisciplinary team and provides treatment rehabilitation and support services.

ESSENTIAL JOB FUNCTIONS:

- Provide case management for an assigned group of clients including coordinating and monitoring the activities of the individual treatment team; assume secondary responsibility for developing, writing, implementing, evaluating and revising overall treatment goals and plans in conjunction with ITT; ensuring immediate changes are made in the treatment plans as clients' needs change; educate and support clients' families, and advocate for clients' rights and preferences.
- Involved in assessing the needs of a client and involvement in written assessment that would describe levels of functioning for the client in a number of specific areas.
- Acts as liaison and consult with community agencies and families to maintain coordination in the treatment process
- Provide on-call crisis intervention covering nighttime hours
- Document client progress to maintain permanent record of client activity according to established methods and procedures maintaining strict confidentiality
- Provide symptom education to enable clients to identify their mental illness symptoms.
- Make referrals for client to possible therapy services.
- Provide benefits counseling (e.g., SSI, veteran's benefits).
- Provide ongoing assessment, problem solving, side-by-side services, skill training, supervision, and environmental adaptations to assist clients with activities of daily living.
- Assist and support clients to carry out personal hygiene and grooming tasks.
- Provide nutrition education, meal planning, grocery shopping, and food preparation.
- Responsive to client and co-worker needs, including being tactful, respectful and considerate of others regardless of status.



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- Assist clients to find and maintain a safe and affordable place to live-apartment hunting, finding a roommate, landlord negotiations, cleaning furnishing and decorating, and procuring necessities.
- Ensure that clients have adequate financial support (e.g., help to gain employment or apply for entitlements).
- Complete all required paperwork in compliance with the VA contract, State standards and EMCMHC Policies and Procedures
- Additional duties as assigned

SUPERVISION – RESPONSIBLE FOR WORK OF OTHERS: None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in social work or other closely related field
- One-year experience working in the mental health field
- 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:

- Is required to handle confidential information, must be trustworthy, and responsible for keeping confidential information safe; and
- Performs all other duties as assigned by the MACT Team Lead.

PLEASE COMPLETE AN ONLINE APPLICATION BY CLICKING ON THE LINK BELOW

<https://www.emcmhc.com/employment-opportunities/>

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

Eastern Montana Community Mental Health Center is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion color, sex, age, national origin, marital status, military status, or disability.

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