

JOB NOTICE

Compass Family and Community Services
535 Marmion Avenue
Youngstown, Ohio 44502

Date Posted: February 19, 2015

Closing Date: February 27, 2015 or until filled

APPLICATION PROCEDURES: Send letters of intent and resume to Box MH-CM, Danielle Lazor, Compass Family and Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502. All letters must be received no later than 4:00 p.m. on the last day for filing application.

Department: Outpatient Services- Mahoning County

Title: Behavioral Health Case Manager

Salary \$: Full Time with benefits. Competitive salary depending on experience

General Duties:

1. Interactions with clients are therapeutic and advance the goals set forth in the ISP.
 - a. Needs assessment and formulation of ISP.
 - b. Community Psychiatric Support Treatment.
 - c. Crisis intervention.
 - d. ADL prompting, coaching and skill building.
 - e. Empowerment/advocacy/monitoring
2. Judgments made about clients, or activities on client's behalf are appropriate both to the individual's functioning and the agency's risk tolerance standards.
 - a. Assistance is titrated based upon client's strengths and deficits.
 - b. Referrals made for essential and necessary services.
 - c. Advocacy.
 - d. Use of available psychosocial information.
 - e. Adherence to agency's risk assessment/management protocols.
 - f. Forensic Case management.
3. Documentation is complete and timely. Insures that sufficient psychosocial referral information is available as soon as possible.
 - a. ISP (and reviews), progress notes, billing logs and discharge paperwork.
 - b. Facilitates the acquisition of an adequate amount and quality of referral information.
 - c. Makes collateral contacts to gather psychosocial information upon discharge to/from other facilities.
 - d. Insures that required elements of client charts are present, current and filed in timely manner.
4. Documentation is clinically accurate and substantive.
 - a. ISP, progress notes, billing logs, risk assessment and termination summaries.
 - b. Facilitates the acquisition and quality referral for services
 - c. Productivity standard (50%). Defined as total time worked divided by hours of documented billable activity.
 - d. Initiates collateral contracts to gather psychosocial information upon discharge to/from facilities.
 - e. Ensures notes are billable and clearly indicate medical necessity and are in accordance with certification standards.

5. Interactions with essential others is constructive and serves to advance the quality of care, the mission of the agency, and the agency's standing in the community.
 - a. Peers and supervisors.
 - b. Other service providers.
 - c. Family and significant others.
 - d. Other concerned members of the community.
 - e. Interactions with physicians and other health care providers

6. Commitment to high quality of care.
 - a. Participates actively and productively in agency meetings and case reviews.
 - b. Introduces and/or implements new ideas for improving the quality of care.
 - c. Attentive/responsive to feedback from residents, significant others, and community providers/members.
 - d. Shares skills and expertise with other agency staff: e.g., log notes, in services, workshops, etc.
 - e. Advances own level of skill and competency through participation in continuing education opportunities

Qualifications:

Education/Experience: Bachelor's degree preferred. Previous mental health or community support program experience required. Experience with mental health diagnosis, substance abuse and dual-diagnosis. Knowledge of community resources is critical.

Miscellaneous requirements: Criminal background check; CPR/First Aid Training; clear driving record and drug screen. Must be willing to transport clients in personal vehicle. Vehicle must be insured with at least state minimum coverage. Completion of All agency required courses and trainings.

Personal: Enthusiasm, ability to effectively handle demanding/stressful situations, self-motivated, ability to appropriately/effectively communicate with population, organizational/time management skills. Must be culturally sensitive to individuals and families in the community.

Physical Demands of job: Normal activity.

Exempt: Not eligible for over time