

MID-COLUMBIA CENTER FOR LIVING
Job Description

Title: Case Manager I – Community Support
Reports to: Clinical Supervisor or Program Manager
FLSA Status: Exempt

Approved by: Quadri-County Board
Approval date: 04/08/03
Prepared: rev. 03/03

GENERAL STATEMENT OF DUTIES:

Provides case management services to assigned clients in the community as outlined by Oregon Administrative Rules and MCCFL Policies and Procedures.

SUPERVISION RECEIVED:

Works under the direction of the Clinical Supervisor or Program Manager.

SUPERVISION EXERCISED:

This position is not required to supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES: includes the following. Other duties may be assigned.

Assess eligibility of potential clients utilizing agency standards and processes.

Provide case management services to all clients. Services are provided in a variety of community settings, with consideration to client preference.

Actively participates in joint case planning and coordination with internal multi-disciplinary team and agency psychiatrists.

Responsible for maintenance and timeliness of all records, progress notes, and other required documentation.

Assist clients in acquiring services and resources needed to achieve treatment goals and maintain independence within the community.

Coordinates with other community partners to develop, provide, and maintain a rich array of services and resources for clients.

Provide transportation for clients when required.

Attend local, regional, and/or state meetings as requested by Supervisor/Program Manager.

Act independently within the community and promote a positive image of the agency.

Participate in all team and agency meetings as scheduled.

Adhere to all clinical and MCCFL program policies and procedures.

Remain updated on all rules and OAR's.

May be required to provide after-hours emergency services on a 24-hour, rotating basis, such as telephone consultation, crisis intervention, and pre-hospital screening examinations if qualifications for this service are met. Serves as investigator and/or examiner in involuntary commitment procedures.

QUALIFICATIONS: To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

A Bachelor's degree in social work, psychology or related human services field and two (2) years experience in human services; or high school diploma and five (5) years of equivalent training and work experience; or equivalent combination of education and experience. Experience working with the severe and persistent mentally ill population is preferred.

OTHER SKILLS AND ABILITIES:

Must possess knowledge of symptoms and challenges faced by people with mental illness. Maintain familiarity with OAR's pertaining to the mental health system. Must have the ability to effectively communicate both verbally and in writing and have the ability to work independently and complete all responsibilities in a thorough and timely fashion. Possess the ability to represent the interest of the client and the agency in a favorable light to the community. Must have the ability to work well with teams, working toward defined objectives.

Must be computer literate and have the ability to type and utilize word processing and other software programs/systems.

Bilingual in Spanish/English preferred.

Must possess a valid Oregon or Washington Drivers license and be insurable for client service purposes and for travel between business offices, meetings and/or trainings. Must pass all criminal history check requirements as required by ORS 181.536-181.537 and in accordance with OAR 410-007-0200 to 410-007-0380.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential duties of this job, the employee is regularly required to sit; talk and hear; use hands and fingers; and handle or feel. The employee is occasionally required to reach with hands and arms; stand; walk; stoop; kneel or crouch.

The employee may occasionally lift and/or move up to 40 pounds (this position may be required to assist clients with handicaps such as lifting light loads to include groceries, light furniture, and/or assist clients with mobility handicaps get about). This position must be able to climb stairs where client needs require. Handicap access may not be available at all places where this position must go. Specific vision abilities required by this position include close vision, peripheral vision, distance vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of tasks will be away from the office site. There will be travel required in the quadri-county area of the Mid-Columbia. Occasional out of area travel and overnight stays will be required for attendance at meetings and/or trainings. Services at the home site of the client, service provider, and office will be within a typical day's routine.