

**MID-COLUMBIA CENTER FOR LIVING
Job Description**

Title: Case Manager II– Community Support
Reports to: Clinical Supervisor
FLSA Status: Exempt

Approved by: Quadri-County Board
Approval date: 09/02
Prepared: 06/02

GENERAL STATEMENT OF DUTIES:

Provides case management services to assigned clients in the community support services (CSS) program as outlined by Oregon Administrative Rules and MCCFL CSS Policies and Procedures. Conducts all mental health assessments and treatment plans for persons assigned to the case management program.

SUPERVISION RECEIVED:

Works under the supervision of the Clinical Supervisor.

SUPERVISION EXERCISED:

This position does not directly supervise other staff.

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

Assess eligibility of potential clients utilizing agency standards and processes.

Construct initial treatment plan and a service record process as defined by MCCFL. Plans will be centered on personal goals with objectives and activities combined.

Update all mental health assessments and treatment plans for consumers of case management services.

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

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 and/or 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 Community Support Services program policies and procedures.

Remain updated on all rules and OAR's.

Monitor, problem solve, and provide regular trainings to provider of Adult Crisis Respite services.

Provides emergency services on a 24-hour, rotating basis, such as telephone consultation, crisis intervention, and pre-hospital screening examinations.

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:

Requires a Master's degree in social work, psychology, psychiatric nursing or other related field plus two (02) years experience in case management and/or mental health counseling; or any satisfactory equivalent combination of experience and training.

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 systems.

Must possess a valid Oregon or Washington Drivers license and be insurable for client service purposes.

LICENSURE AND/OR CERTIFICATIONS:

Must have professional licensure, either LCSW or LPC, or must have the ability to work towards professional licensure in the State of Oregon.

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.

PHYSICAL DEMANDS: *CONTINUED*

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.

The employee should possess a valid driver's license for vehicle travel between business offices and to attend required meetings and/or trainings.

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.