

Unique People Services Job Description

Job Title: Case Manager
Department: Lynn's Place
Reports To: Clinical Supervisor
FLSA Status: Non- Exempt
Prepared By: HR Director
Revised Date: 9/25/17

SUMMARY: While utilizing educational and work experience in the human service field, to provide case management, service planning, and advocacy and referral services to individuals with severe and persistent mental illness and in order to maximize their functioning and prevent hospitalization. Active part of the life enhancement team.

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

- Conduct intake screening and assessments.
- Provides access and referral to concrete services on behalf of the residents.
- Carry caseload and perform case management duties.
- Communicate with family, collaterals and other agency staff monthly on behalf of residents as part of service planning.
- **On call during off-hours and weekends, available for consultation on an as needed basis.**
- Participate in staff rounds, clinical meetings and recreational community activities.
- Professional visits and off-site screenings of other agencies/programs.
- Maintain appropriate documents, records, and statistics and write reports in an organized, timely, and accurate manner.
- Accompany resident to outside appointments, hospital/clinic emergencies if necessary.
- Conduct various structured and therapeutic activity groups, especially communication skill, i.e. personal awareness, group therapy, men's/women's group, task activity therapy to focus on help in development of short/long term goals.
- Maintain separate file for non OMH residents seeking case management services.

CRITICAL RESULTS/IMPACT:

As a member of the disciplinary team you will assist in preventing hospitalization, maximize functioning; avoid homelessness, of mental and emotionally disabled adults both residence and in the community by utilizing engagement skills, motivational interviewing, individual and group counseling, person center care and other therapeutic techniques, with appropriate referral for community services.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily; Bachelor's Degree in Social Work or related field experience working with the homeless and mentally ill persons a plus to have. Reasonable accommodations may be to enable individuals with disabilities to perform the essential functions.

NOTE: This job description reflects management's assignment of essential and secondary functions. It does not prescribe or restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other work related reasons.

My signature below indicates that I have reviewed and discussed the job description with my supervisor.

EMPLOYEE

SUPERVISOR

DATE