



JOB NOTICE

Date Posted: May 15, 2017

Closing Date: May 29, 2017 or until filled

APPLICATION PROCEDURES: Send letters of intent and resume, to Box CMf-OBH, Compass Family and Community Services, Inc., 535 Marmion Avenue, Youngstown, Ohio 44502.

Department: Outpatient Behavioral Health Services

Title: Case Manager

Salary \$: Full time with benefits. Competitive salary depending on experience.
Varied schedule including: days, evenings and weekends

General Duties:

- **Interacts** with clients in a therapeutic manner and advances the goals set forth in the client's Individual Treatment Plan (ITP) including:
 - a) Needs assessment and formulation of ITP
 - b) Empowerment/advocacy/monitoring
 - c) Crisis intervention
 - d) ADL prompting, coaching, and skill building
 - e) Assistance with recognizing/eliminating barriers of symptomology to foster independence
- **Coordinating and linking of services** - 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, including:
 - a) Assistance is provided based upon client's strengths and deficits
 - b) Timely and appropriate linkage with essential and necessary services
 - c) Advocacy on client's behalf and in support of goals set forth in client's ITP
 - d) Use of available psychosocial information
 - e) Adherence to agency's risk assessment/management protocols
- **Documentation** is complete and timely, including:
 - a) ITPs, and ITP reviews, progress notes, and discharge paperwork submitted within agency timeframes
 - 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) Ensures that required elements of client charts are present, current and filed in timely manner
- **Documentation** is clinically accurate and substantive, including:
 - a) Progress notes/billing logs clearly indicate medical necessity/functional impairment in accordance with Certification Standards, and, refer to ISP. Risk assessments, termination summaries.
 - b) Productivity as achieved by submission of progress notes/billing logs. Defined as total time worked divided by hours of documented billable activity. Must meet productivity expectations as one indicator of ability to adequately perform job duties.

- **Productivity** meets agency standards, including:
 - c) Progress notes/billing logs clearly indicate medical necessity/functional impairment in accordance with Certification Standards, and, refer to ISP. Risk assessments, termination summaries.
 - d) Productivity as achieved by submission of progress notes/billing logs. Defined as total time worked divided by hours of documented billable activity. Must meet productivity expectations as one indicator of ability to adequately perform job duties.
- **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, including:
 - 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.
- **Commitment to high quality of care,** including:
 - 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 clients, significant others and community providers/members.
 - d) Shares skills and expertise with other agency staff, e.g. progress 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 in Health and Human services. Previous mental health or community support program experience required commensurate with the qualifications for a Qualified Mental Health Specialist (QMHS). Understanding of various mental health diagnoses. Working knowledge of electronic health records systems and clinical documentation standards preferred.

Miscellaneous requirements: Criminal background check; pre-employment drug screen, Clear driving record, TB test; CPR/First Aid Training. Must be willing to transport clients in personal vehicle. Vehicle must be insured with at least state minimum coverage.

Physical Requirements: Mobility.

Miscellaneous: Strong social and communication skills. Must have the ability to develop rapport and be perceived by clients and staff as approachable. Must have the ability to multi-task while maintaining accuracy and organization.

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED
THROUGH AFFIRMATIVE ACTION
EOE-M/F/H including persons with disabilities and veterans