



# JOB NOTICE

Date Posted: March 13, 2018

Closing Date: March 27, 2018 or until filled

**APPLICATION PROCEDURES:** Send letters of intent and resume via INDEED or mail to Box MC-CM, HR, Compass Family & Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

**Program:** Outpatient- Behavioral Health Services

**Title:** Behavioral Health Case Manager- CPST

**Salary \$:** Full Time with comprehensive benefits package. Competitive salary based on experience. Primary schedule consists of days, M-F

## **General Duties:**

1. Provide therapeutic support for clients and advance the goals set forth in the ITP.
  - a. Perform needs assessment and formulation of ITP.
  - b. Provide individual and group therapeutic interactions.
  - c. Monitor client's status and assist with ADL prompting, coaching, skill building, and empowerment to support successful community tenure.
  - d. Advocate on client's behalf.
2. Ensure that services provided are appropriate both to the client's functioning and the agency's risk tolerance standards.
  - a. Appropriate clinical decisions pertaining to clients' need for additional services, resources, or more restrictive setting.
  - b. Appropriate clinical decisions regarding treatment interventions, techniques, advocacy activity, and frequency of contacts.
  - c. Referrals are made for essential and necessary services.
  - d. Use of available psychosocial information.
  - e. Adherence to agency's risk assessment/management protocols.
  - f. Provide forensic case management as needed/relevant.
3. Documentation is complete, clinically accurate, and timely.
  - a. Ensure ITPs, ITP reviews, progress notes, risk assessments, payee ship forms, and discharge paperwork are complete, clinically accurate, and timely.
  - b. Facilitate the acquisition of an adequate amount and quality of referral information.
  - c. Make collateral contacts to gather psychosocial information upon discharge to/from other facilities.
  - d. Ensure that required elements of client's clinical record are present and current in the EHR system.
  - e. Ensure that clearly clinical documentation conforms to program, OhioMHAS, CARF, and third-party payer standards/requirements.

4. Work efficiently and effectively to support positive client outcomes and meet productivity standards.
5. Collaborates with coworkers and community partners in a constructive manner 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. Advances own level of skill and competency through training and continuing education opportunities.

**Qualifications:**

Education/Experience: Bachelor's degree preferred. Previous mental health or community support/case management experience required. Experience with severe and persistent 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. Willingness to provide services in the community including client homes.

Physical Demands of job: Normal activity.

Exempt: Not eligible for over time

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