



# JOB NOTICE

Date Posted: July 10, 2020

Closing Date: July 31, 2020 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:** Forensic Case Manager / 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, payeeship 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 Court systems, severe and persistent mental health diagnoses, substance abuse, and dual-diagnosis required. Knowledge of community resources is critical.

Miscellaneous requirements: Criminal background check; CPR/First Aid Training; clear driving record and drug screen. 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.

Non-Exempt: Eligible for overtime

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