



JOB NOTICE

Date Posted: August 28, 2020

Closing Date: September 14, 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:

INTERACTIONS with clients are therapeutic and advance the goals set forth in the ISP.

- a) Needs assessment and formulation of the ISP
- b) Individual therapeutic interactions/rapport-building
- c) Crisis stabilization
- d) ADL prompting, coaching and teaching
- e) Client feedback

JUDGEMENTS made about clients or activities on clients' behalf are client/family-centered and appropriate both to the individuals' functioning and the agency's risk tolerance standards

- a) Decisions pertaining to clients' need for additional services, resources or more restrictive settings
- b) Choice of treatment interventions, techniques, advocacy activity and frequency of contacts
- c) Pursuit of collateral contacts to gather additional psychosocial information when indicated
- d) Adherence to agency's risk assessment/management protocols

DOCUMENTATION is clinically accurate, substantive, timely and complete

- a) Intake/needs assessment, ISP and reviews, progress notes, Payeeship forms, discharge paperwork, and referrals
- b) Conforms to Program, ODMH, CARF and third-party payer standards and obligations

INTERACTIONS WITH ESSENTIAL OTHERS is constructive and serves to advance the progress in treatment, the quality of care and the agency's standing in the community

- a) Peers and supervisors
- b) Other service providers
- c) Family and significant other
- d) Other concerned members of the community

COMMITMENT to high quality care

- a) Participates actively and productively in agency meetings and supervision sessions
- b) Introduces and/or implements new ideas for improving the quality of care
- c) Attentive/responsive to feedback from clients, significant others, community partners/members
- d) Shares skills, knowledge, expertise with other agency staff (consultations, workshops, team meeting)
- e) Advances own level of skill and competency through participation in continuing education opportunities

Mahoning County Felony Mental Health Court Case Management

- a) Participate in discussions with the entire Mental Health Court team regarding all referrals
- b) Participate in discussions with the entire Mental Health Court team regarding which clients will be referred to COMPASS Family and Community Services, and which will be referred to Community Support Network (CSN)
- d) Coordinate with the Felony Mental Health Court Coordinator regarding treatment for all COMPASS clients involved with the Felony Mental Health Court, including scheduling coverage when Forensic Case Manager will be out of the office, to ensure weekly progress reports are completed and submitted to the Court (per Court handbook)
- e) Provide coverage for the Felony Mental Health Court Coordinator when they are out of the office, including providing weekly progress reports to the Court, as requested
- f) As the Forensic Case Manager participating on the Felony Mental Health Court team:
 - 1. Meet with participants on a regular basis, in multiple settings (e.g. home, school, etc);
 - 2. Assist the participants in the development, utilization, and coordination of the treatment plan
 - 3. Assist participants with transportation, housing, education, employment, obtaining medical care, family issues, training, and applying for government assistance;
 - 4. Attend treatment team meetings and status review hearings;
 - 5. During treatment team meetings, give treatment updates and make recommendations regarding treatment needs
 - 6. Participate in discussions regarding incentives, sanctions, phase advancement, successful completion, and termination.
- g) Participate in weekly meetings between probation officer, CSN case manager and Forensic Therapist
- h) Attend weekly treatment team meetings at the Court
- i) Attend weekly Status Review Hearings at the Court
- j) Assist the Felony Mental Health Court Coordinator with the coordination of Felony Mental Health Court graduation ceremonies
- k) Attend the Specialized Dockets yearly training, as well as any additional required trainings requested by the Court
- l) Maintain professional integrity, confidentiality, and accountability as a member of the Felony Mental Healthy Court team

Qualifications:

Education/Experience: Bachelor's degree preferred. Previous mental health or community support program experience required.

Technology: Ability to use a desktop computer, electronic health record for documentation, a landline telephone and access to a cell phone (agency or personal) for accessibility by staff and clients.

Miscellaneous requirements: Criminal background check; Pre-employment drug screen; ***If applicable to the position requirements includes:*** Clear driving record; TB test, Mini-Physical and First Aid/CPR. Completion of My Learning Pointe training.

Must meet COMPASS automobile liability insurance carrier guidelines to be insurable under the COMPASS policy. **Note:** COMPASS clients should be transported using a COMPASS vehicle, if a COMPASS vehicle is not available then the staff member is responsible to verify that they maintain adequate coverage through their personal carrier. If a COMPASS vehicle is not available, then the staff member is responsible to verify that they maintain coverage through their personal carrier for business related travel, including the transporting of clients, and must provide proof of coverage to COMPASS prior to transporting any COMPASS clients.

Interpersonal/ Human Relations Skills: Enthusiasm, initiative, organizational skills, ease in establishing rapport, cultural sensitivity

Non-Exempt: Eligible for over time

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