

JOB DESCRIPTION

Title: Children's Mental Health Case Manager	Division/Department: County Human Services & SCHRC
Department: Family Case Management	FLSA Status: Exempt
Reports To: Children's Services Supervisor/ Children's Mental Health Clinical Supervisor	Employment Status: FT

SUMMARY

DEFINITION: Under the direct supervision of the County Children's Services Supervisor and the SCHRC Clinical Supervisor, this position is responsible to carry out service as Children's Mental Health Case Manager, perform case management intake, perform case management, coordinate services on behalf of clients, interact positively with internal and external customers, perform related work as required or assigned, comply with Minnesota Rule 79 to deliver case management services. (See attachment from Minnesota Rule 79 Training Manual, pages 90-104, 129-131.)

PRIMARY RESPONSIBILITIES

HOURS OF WORK: Primarily 8 am to 5 pm, Monday through Friday. This position allows flexible hours and may require evening hours, occasional weekend hours.

Essential Job Functions:

Deliver services according to SCHRC and State of Minnesota guidelines for Children's Mental Health Case Management.

Maintain a variety of records, including individual client records, time records and routes data in timely manner to other departments.

Assure that all client and collateral contacts are documented according to SCHRC and State of Minnesota guidelines and that a paper copy is maintained in client chart.

Assure that funding mechanism for services is identified during intake process and on an ongoing basis.

Interview client and family, review records and confer with other professionals to identify client needs.

Develop client Functional Assessments based on the Diagnostic Assessments.

Assure that Supervisors at HRC and County are included in the referral process of new cases.

Assure that Clinical Supervisor receives a copy of all client Diagnostic Assessments, both initial and others obtained while case is open.

Assure that required Clinical Supervisor signatures are obtained on client plans and reports.

Develop Individual Family Community Support Plan (IFCSP) including measurable goals and objectives based on the Functional Assessment and recommendations from the Diagnostic Assessment.

Consult with mental health professionals, County and Clinical Supervisor when client experiences a significant change in status.

Modify IFCSP according to changes in client status.

Monitor, evaluate and record client progress with respect to IFCSP goals.

Coordinate referrals of client and family to community resources needed to meet IFCSP.

Advocate for clients to resolve crises.

Develop crisis response plans with clients and families annually or more frequently as needed.

Assist other Case Managers with urgent tasks.

Communicate promptly with office co-workers and supervisors regarding schedule and schedule changes.

Comply with Clinical Supervision and Continuing Education requirements as outlined by the Minnesota Department of Human Services.

SECONDARY RESPONSIBILITIES

Performs miscellaneous projects and completes various tasks as requested by management.

JOB SPECIFICATIONS

Education, Experience and Credentials

MINIMUM QUALIFICATIONS: Bachelor's degree in one of the behavioral sciences or related fields, including but not limited to social work, psychology or nursing from an accredited college or university..

PREFERRED QUALIFICATIONS: Bachelor's degree as above, four (4) years experience in human services field, two (2) of those years as a children's mental health case manager.

Level of Access for Electronic Protected Health Information

(Manager's direction) Clinical Staff – Read Only.

Knowledge, Skills and Abilities

CONDITIONS OF EMPLOYMENT: Must possess a valid driver's license and have an operating vehicle for transportation purposes

PHYSICAL REQUIREMENTS

Incumbent must be able to:

- Hear and speak in order to use telephone and communicate with people inside and outside the office.
- Sit at a desk for extended periods of time and perform long hours of work sitting at a computer.
- Apply manual dexterity and visual acuity for computer keyboarding and office equipment use and light maintenance.
- Visual ability to review detailed schedules and information.

Physical ability to move around office area repeatedly throughout the day.

TOOLS AND EQUIPMENT USED

Incumbent must be able to use multi-line telephone, calculator, copy machines, facsimile machines, computers, postage machine, and other office equipment.

WORK ENVIRONMENT

Duties are performed indoors in an office/community setting and client's homes.

Employee Signature

Date

Supervisor Signature

Date