



JOB DESCRIPTION: MHW III / CLINICAL CASE MANAGER
DATE: August 2010
PAY GRADE:
LOCATION: Montrose and Delta Jails
SUPERVISOR: Director – Community Based Programs
EXEMPT (Y/N): NO

GENERAL PURPOSE: Provides referral and linkages to inmates at the Montrose and Delta jails. Collaborates with clinical and psychiatric staff, and with community agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Functions as a consumer care coordinator (i.e. providing referral and linkage to community resources and services; assistance in obtaining benefits, scheduling appointments, self-advocacy; case management; group facilitation), and follow-up to ensure resources have been obtained.
- Observes consumer behavior and symptoms, documents in the client record, and notifies appropriate staff of concerns noted in client's mental status.
- Maintains client charts according to the standards outlined in the Center's record keeping policies and procedures
- May assist consumers and families in applying for and obtaining benefits through agencies such as Social Security and Social Services
- Provides access advocacy to needed community resources
- Collaborates with other Center staff to facilitate appropriate client treatment
- Attends all staff meetings as required
- Responsible to keep all consumer information confidential under the policies and procedures of the Center

MISC. DUTIES AS ASSIGNED: This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

SUPERVISORY DUTIES: None

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Education or Formal Training and Experience:

- B.A. level degree in one of the recognized mental health professions required
- Experience providing mental health treatment or human services case management

Knowledge, Skill and Ability: (include materials and equipment directly used)

- Ability to provide services in jail setting
- Ability to communicate verbally and in writing in a manner readily understood by others
- Ability to produce written documentation in a manner readily understood by other service providers
- Ability to relate in a supportive and non-judgmental manner with persons in distress
- Ability to interact with people, including staff, consumers, and outside agencies, in a professional, friendly manner
- Ability to work cooperatively and constructively as part of an interdisciplinary team
- Ability to make appropriate decisions in the occasional absence of supervision
- Ability to travel within the community
- Basic computer and keyboarding skills
- Ability to enter data on the Center's computerized record keeping system
- Knowledge of resources in the Montrose and Delta service areas.

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:

- Must have a valid Colorado driver license
- Provides services in a jail setting