



**JOB DESCRIPTION:**      **JAIL BASED BEHAVIORAL SERVICES CASE MANAGER**  
Date:                              September 2019  
Grade:                              3  
Location:                         Jail Based Behavioral Services (Montrose-based; covers entire CMH area)  
Supervisor:                      Justice Based Program Manager  
Exempt:                             No

**GENERAL PURPOSE:** Provides life skills groups, referral and linkages to inmates at the jails throughout the Center's 6-county catchment area. Collaborates with clinical and psychiatric staff and with community agencies. Assists inmates in successfully transitioning to communities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in the orientation process for inmates to JBBS Program, which may include screenings.
- 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), 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.
- Facilitates life skills groups.
- Meets the Center's standard for:
  - Client Care hours
  - Missed Appointments: i.e. DNS, CBT, CBC
  - Service Plans
  - Completion of All Documentation
- Maintains client charts/documentation according to the standards outlined in the record keeping procedures, administrative procedures, and quality assurance procedures of the Center (DAP notes, CCARs, Service Plans, Diagnosis, etc).
- Enters data on JBBS database.
- May deliver person centered, culturally sensitive evaluations, trauma informed services as defined by position. These services may be delivered in various locations.
- Works with client and their systems to identify treatment goals and objectives.
- May assist consumers and families in applying for and obtaining benefits through agencies such as Social Security, Social Services, Division of Voc Rehab.
- Provides access advocacy to needed community resources (GED, housing, employment, etc).
- Collaborates with other human service agencies within the community to coordinate client care.
- Tracks inmate progress after release.
- Attends staff meetings, in-service meetings and peer reviews, supervision sessions, and other meetings as requested/required.
- Assembles intake packets and paper charts.
- Works cooperatively and constructively as part of an interdisciplinary team.
- Provides support to outlying counties that the JBBS program supports, may include travel to other locations.

## Center-Wide Essential Duties and Responsibilities

- Responsible for keeping client information confidential by adhering to Colorado law and policies and procedures for the Center.
- Responsible for compliance with applicable federal, state and local laws; professional practice acts and ethical guidelines; policies and procedures of the Center; and contractual guidelines.
- Responsible for supporting the Center's Vision, Mission, Values and Beliefs by practicing and modeling a culture of wellness within a *One Team Mindset*.
- Completes all administrative paperwork and Qualifacts documentation/time sheet as requested/required.
- Completes required competency training in Essential Learning and additional training as requested or selected by supervisor.
- Reviews and acknowledges Center policies and procedures as requested/required.

**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:**

- Bachelor's level degree in one of the recognized mental health professions required
- Experience providing mental health treatment or human services case management a plus
- Fluency in English required; Spanish strongly preferred

### **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 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.
- Ability to travel to other Center offices.
- Ability to interact with people in a professional, friendly manner.

- Ability to work independently as well as cooperatively and constructively as part of an interdisciplinary team.
- Ability to think critically and independently.
- Ability to realize and activate potential in every interaction, every day.
- Ability to adapt to change in the workplace.
- Ability to use change as an opportunity for innovation and creativity.
- Ability to inspire and model collaborative teamwork.

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Works extended hours in front of a computer monitor.
- Required to talk and hear.
- Often requires sitting and use of hands and fingers, to handle or feel.
- Occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl.
- Vision abilities required by this job include close vision.
- The noise level in the work environment is usually quiet to moderate.
- Must have a valid Colorado driver license.
- Travels between the Montrose, Delta, Gunnison, and San Miguel jails and outpatient offices.
- Provides services in a jail setting.
- Separate background checks will be conducted by the Center and the Sheriff’s department.

**I have read this copy of my job description, discussed it with my supervisor and understand my responsibilities.**

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**Signature**

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**Date**