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| Position: | Mental Health Case Manager |
| Location: | 327 South K Street Tulare, CA 93274 |
| Hiring Manager: | Sandra Ruiz-Rivas, LMFT Mental Health Case Manager Supervisor |
| Phone: | (559) 688-2043 |
| Base Pay: | $3,442.40-$4,184.26 / monthly |
| Status: | Full-Time, Hourly, Non-Exempt |
| Accepting Applications: | Until Filled |
| Available: | Immediately |

**We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.**

**JOB SUMMARY**

Mental health case managers help clients learn coping skills and create stability in their lives. These professionals are hired to work full-time as part of a collaborative treatment team and serve as a liaison between clients and clinical staff. Mental health case managers travel to patient homes to perform wellness checks and follow-ups and may visit other facilities to perform their daily job duties. Mental health case managers can be thought of as a safety net that helps to catch people who are in need.

**POSITION SUMMARY**

1. Assess clients. Mental Health Case Managers perform client assessments to evaluate their state of health and ability to function in a real-world environment.
2. Manage Client Files. Mental Health Case Managers add notes to client records based on assessments and evaluations. They also review progress notes in client files written by other members of the treatment team.
3. Create Client Plans. Mental Health Case Managers create individualized client plans designed to help them meet specific desired life goals. They coordinate with the rest of the team, including clinicians, to establish these plans.
4. Resolve Crises. Mental Health Case Managers resolve crisis situations with clients as they arise.
5. Oversee Paperwork. Mental Health Case Managers oversee completion of mandated paperwork as needed.
6. Design Aftercare Plans. Mental Health Case Managers collaborate with the rest of the team to design aftercare plans for clients who are being released from treatment.
7. Perform Home Visits. Mental Health Case Managers make home visits to clients to check on their mental health and evaluate their progress.
8. Conduct case conferences with clinicians, leads and other clinical staff weekly. Review and sign off on all case records required and in compliance with all Federal, State, County, or funders, for clinical staff.
9. Assessing client needs and support systems.
10. Planning for crises and helping clients develop coping mechanisms.
11. Explaining scenarios and their attendant concerns with compassion.
12. Coordinating and monitoring of the clients use of services.
13. Attend trainings and workshops as required for professional development or mandated by contract.
14. Follow Code of Conduct.
15. Other duties as required.

**ESSENTIAL POSITION REQUIREMENTS**

1. BA or AA with 2 years of related experience or combination of education and experience.
2. Spanish speaking preferred.
3. Problem-solving skills. Mental health case managers use problem-solving abilities to resolve issues with clients and manage crisis situations as they arise.
4. Strong communication skills. Strong communication skills are essential for mental health case managers, who write notes in client files and verbally collaborate with the rest of the treatment team.
5. Interpersonal skills – Mental health case managers use interpersonal skills to develop relationships with clients and help them open up about their feelings.
6. Critical thinking – Mental health case managers apply critical and analytical thinking skills to evaluate clients professionally and guide them toward their life goals.
7. Demonstrated skills in the clinical mental health services with individuals, families, and groups.
8. Knowledge of mental health illness and effective treatment approaches to mental disorders.
9. Knowledge of record keeping procedures related to beneficiaries’ charts.
10. Possession of valid driver’s license and access to a dependable means of transportation that is properly insured and operated per requirements of all laws.
11. Ability to utilize the equipment necessary to complete the responsibilities of the job.
12. Must maintain good relationships with beneficiaries, co-workers, government representatives and any others with whom the agency is transacting business and relate to them in a professional manner at all times and in all interactions.
13. Must be available by cell phone as needed (may be necessary outside of regular hours on occasion).

**I acknowledge that I have read and understand the aspects associated with this position and my ability to perform these functions.**

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**Employee Signature / Date**