

# MENTAL HEALTH ASSOCIATION OF ESSEX COUNTY, INC.

## *JOB DESCRIPTION*

- POSITION:** CASE MANAGER II - INTEGRATED CASE MANAGEMENT SERVICES
- POSITION CONTROL#:** 207,209, 210,211,212,219, 220, 221, 223, 224, 230, 231, 232, 234, 235, 236, 237
- QUALIFICATIONS:** Bachelor's degree in social work, psychology counseling or a related field.
- A minimum of two years relevant experience in partial care, supervised residence for the seriously and persistently mentally ill.
- Four years of state psychiatric hospital experience may be substituted for the Bachelor's degree, but only with written permission of DMHS.
- Associate's degree in a direct care field such as psychosocial rehabilitation, nursing of the seriously and persistently mentally ill and four years of relevant experience may be substituted for the Bachelor's degree.
- A genuine desire for in vivo provision of ICMS and comfort in moving about in the communities of ICMS consumers.
- Able to work a flexible schedule, including evening, weekend and holiday hours.
- Valid Driver's License.
- RESPONSIBILITIES:** Responsibility to establish and maintain ongoing therapeutic relationship and to case manage up to 20 mixed risk level clients.
- Provision of intensive community-based services to maximize the client's access to services and ability to function adequately and integrate into the community. Service provision includes the provision of holiday, weekend and on-call coverage as assigned.
- Development and implementation of a treatment plan and completion of other documentation as required.
- Facilitation of access to appropriate services, including transportation to services and activities as necessary and application for and receipt of all applicable public entitlements.
- Coordination and integration services from multiple providers until the client is discharged from the ICMS services. This responsibility may include coordination of meetings with the client's service providers in the community.
- Monitoring of service delivery to meet a client's changing needs and advocacy as necessary.
- Identification of client resource gaps and problems of service delivery; and provision of direct service support to the client's natural support system, including family, friends, employers, and self-help groups.
- RECORD KEEPING:** Record keeping as required by funding sources, and/or accreditation agencies,

including case notes, group therapy notes, treatment notes, treatment planning, termination summaries, correspondence with insurance providers, outcome data.

Perform other duties as assigned by the Director.

**REPORTS TO:** ICMS Team Leader