



VITALITY UNLIMITED
POSITION DESCRIPTION

JOB TITLE: TARGETED CASE MANAGER
DEPARTMENT: CERTIFIED COMMUNITY BEHAVIORAL HEALTH CLINIC/
VITALITY CENTER
SUPERVISOR: CHIEF EXECUTIVE OFFICER/CHIEF OPERATIONS
OFFICER/CLINICAL SUPERVISOR

Job Summary:

This position is responsible for the managing as assigned caseload of consumer having long-term mental illness and for assessing consumer needs, developing, implementing and reviewing service plans, and working with other community resources in meeting/achieving consumer service needs.

Job Duties and Responsibilities:

- Participates as directed in the screening of new service requests with the clinic by means of agency approved procedures with ensures that all individuals are adequately and appropriately served according to their individual needs and in accordance with the existing policy and procedures.
- Participates in regular Client Review Board Meetings head at the position location.
- Accepts newly assigned cases in which diagnostic intake has been completed by licensed provider.
- Completes case management assessments on all consumers entering caseload.
- Develops appropriate treatment/services plans with consumers as the means for implementing appropriate services and developing effective alliances with consumers.
- Provide on-going supportive and/or case management functions in accordance with the problems, needs and the strategies identified within the service plan in order to help the consumer to achieve the stated goals and objectives.
- Provides face to face reviews with the consumers and/or relevant staff on a regular basis the progress made in reaching service goals so that the service

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- Plan can be modified as necessary to ensure that the goals and objective are being achieved.
- The frequency reviews will be determined by relevant requirements.
- Participates in planning and service coordination activities as directed to improve and enhance service continuity and effectiveness for clients to include but not be inclusive of referrals to interagency programs.
- Maintain close communication with the counseling staff, nurse, for input regarding medication compliance, side effects of medication, and medication changes and alert these members of the staff of any of those changes in the consumer adjustments.
- Performs other duties as assigned by the supervisor which are consistent with the position and in compliance with agency policies and procedures.

Abilities:

- Demonstrate ability to interview and assess consumers, using appropriate assessment tools, and observe, record and report on an individual's functioning; to read and understand assessments, evaluations, observations, and use in developing treatment plan,
- To identify community resources and servicers for consumers and coordinate provisions of services; to establish effective working relationships with internal agency staff as well as with relevant community organizers; interact positively with consumers and their families.
- Work as a team member, communicate effectively, verbally and in writing, to maintain confidentiality, and to work independently under general supervision.

Qualifications:

Bachelor degree in relevant human services.