



**MURTIS TAYLOR HUMAN SERVICES SYSTEM
DEPARTMENT OF HUMAN RESOURCES**

JOB ANNOUNCEMENT

12/10/18 – 1/31/19

Job Title: Case Manager
Department: Behavioral Health
Reports To: Clinical Supervisor
FLSA Status: Non-Exempt (Bargaining Unit)

SUMMARY: This position is designed to provide community support and advocacy to persons diagnosed as mentally ill. Under the supervision of the clinical supervisor, devotes at least twenty (25) hours per week to community support services, working primarily in outreach to clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates and participates in the development of the client's Individual Service Plan (ISP). Works with the client to develop a strength-oriented treatment/service plan geared to provide the client with the resources necessary to achieve specific goals.
- Provides or ensures the provision of all necessary Case Management services as identified on the ISP.
- Provides assistance and support in crisis situations involving the person served. Intervenes and helps to stabilize the client.
- Provides on-going monitoring, support, and training in self-care, social integration, skill-building and health maintenance.
- Engages the client in a variety of activities which focus on relationships with families and others. Intervenes to enable the client to develop community coping skills, build interpersonal relationships and adapt to home, school and work.
- Provides direct assistance in obtaining and retaining community resources that include entitlements (Medicaid, Medicare, etc.), housing, vocational training, food and other basic resources.
- Makes service to clients in psychiatric hospitals a priority. Participates in hospital discharge planning and early intervention strategies with community follow-up.
- Offers the client choices based upon the client's values, personal preferences and strengths. Works with and for the client and helps to empower him/her in making life decisions.
- Serves clients in various environments such as correctional facilities, homeless shelters, adult care facilities, etc.
- Maintains daily records of service, progress notes in accordance with required record keeping policies and procedures. Ensures client confidentiality consistent with client rights and all applicable policies and laws.

QUALIFICATIONS: Bachelor's degree in Social Work, Psychology, Sociology or related field required. At least one year of experience in a mental health organization with a background in behavioral health or substance abuse treatment and/or prevention. Experience required in the delivery of culturally relevant and specific services.

Contact:

Human Resources Department

13422 Kinsman Road

Cleveland, Ohio 44120

(216) 283-4400

humanresources@murtistaylor.org