

MENTAL HEALTH CASE MANAGER

POSITION PURPOSE (DEFINITION)

Under general supervision, provides mental health case management, including referral and linkage to community services, and supportive services in home and community environments to children and their families; provides parent education services as directed; performs related work as assigned.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Participates in the development and coordination of treatment/service plans to resource the child(ren) and family in conjunction with Humboldt County Health and Human Services -- Child Welfare Service Branch and Children, Youth and Families Mental Health Branch.
- Assists in the identification, planning, coordination, and implementation of mental health treatment.
- Links the child(ren) and family to needed medical, educational, social, prevocational, vocational, and rehabilitative resources and other needed community resources.
- Assists the family in securing appropriate housing and financial resources to meet the needs of the child(ren).
- Performs crisis intervention to provide support and assistance in problem resolution and to coordinate or arrange for the provision of needed services for the child(ren) and family.
- Assists, teaches, and mentors the child(ren) and family in order to meet the child(ren)'s needs in the following areas: daily living skills, social skills, grooming and personal hygiene skills, medication compliance, and support resources.
- Encourages, teaches, and mentors recreational and leisure activities within the family to support the child(ren)'s growth and development; fosters social skills to enable the child(ren) to maintain healthy peer relationships.
- Teaches and mentors behavioral interventions to improve the child(ren)'s daily functioning and social skill development at home, in school and in the community.
- Monitors, supports, and assists the child(ren) and family on a regular basis in developing and maintaining the skills required to achieve self-sufficiency; arranges for money management and educational, socialization, parenting skills, rehabilitation, health and other social services in order to meet the child(ren)'s needs.

Carol A. Hill, Executive Director | Donna Miller-Michaud, Deputy Director

Child Care Services/Subsidies/Referrals | Special Needs Services | Mental Health Services | Parent Supports

MENTAL HEALTH CASE MANAGER

PAGE TWO

- Teaches, demonstrates, and reinforces positive parenting techniques on an individual or group basis to improve the child(ren)'s functioning in the home, at school, and in the community.
- Maintains accurate records in compliance with federal, state, and local requirements including calculating time by the minute; documents the child(ren) and family's progress, problems, and response; accurately documents all referrals to other service providers; accurately completes all required documentation for billing Medi-Cal for services performed; prepares reports according to rules and regulations; maintains statistical data; uses a computer to enter data including progress notes.
- Participates in clinical supervision as directed.
- Maintains confidentiality regarding all client information obtained in the course of providing services.
- Maintains familiarity with mental health case management standards and program goals, objectives, policies, and procedures for the Family Preservation Program.
- Complies with Changing Tides Family Services Personnel Policies and other formal Changing Tides Family Services guidelines and policies.
- Reports suspected cases of child abuse in compliance with mandated reporting requirements.

QUALIFICATIONS

Knowledge of:

- Principles and methods of mental health case management.
- Theories of child development, including social, emotional, and physical stages of development.
- Parent education models; alternative discipline techniques.
- Child abuse and neglect mandated reporting laws.
- Strength-based family and child services theory.
- Family Preservation and Family Support models of intervention.
- Community resources and agencies providing service to benefit children and their families.
- Techniques for dealing with individuals and/or families in crisis.
- Correct English usage including spelling and punctuation.

Skill in:

- Working effectively with a multi-disciplinary team to provide services.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Providing mental health case management, and intensive mental health supportive services for children and families.
- Establishing rapport quickly and easily with adults and children from a variety of socio-economic groups and cultures in order to facilitate change.
- Preparing clear and concise records, correspondence, reports and other written materials, including detailed client histories, within an established time frame; maintaining accurate client files.

MENTAL HEALTH CASE MANAGER

PAGE THREE

- Exercising sound judgment and making appropriate recommendations and referrals.
- Understanding oral and written instructions.
- Use of personal computer including basic word processing skills.

Other Requirements:

- Flexibility to work occasionally during the evenings, weekends, or early mornings.
- Must pass a fingerprint and criminal history clearance. Must be able to lift 25 pounds.
- Must be able to see and hear within normal ranges with or without correction.
- Must be able to make home visits and be able to enter a variety of structures.
- Must be able to climb stairs and be physically mobile.
- Must possess a valid California Drivers License, current insurance, and have the use of a vehicle for work.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined about is:

Equivalent to graduation from a four-year college or university with major coursework in social work, education, human services, child development, or a related field and two years experience providing case management, home visiting, or family support services to families.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Participate in the development and coordination of treatment/service plans to resource the child(ren) and family.
- Assist in the identification, planning, coordination, and implementation of mental health treatment.
- Assist, teach, and mentor the child(ren) and family in order to meet the child(ren)'s needs in the following areas: daily living skills, social skills, grooming and personal hygiene skills, medication compliance, and support resources.
- Teach and mentor behavioral interventions to improve the child(ren)'s daily functioning and social skill development at home, in school, and in the community.
- Monitor, support, and assist the child(ren) and family on a regular basis in developing and maintaining the skills required to achieve self-sufficiency; arranges for money management and educational, socialization, parenting skills, rehabilitation, health and other social services in order to meet the child(ren)'s needs.
- Assist the child(ren) and family in linking and accessing needed medical, education, social, prevocational, vocational, and rehabilitative resources and other needed community resources.
- Assist the family in securing appropriate housing and financial resources to meet the needs of the child(ren).
- Teach, demonstrate, and reinforce positive parenting techniques individually or in a group to improve the child(ren)'s functioning in the home, at school, and in the community.

MENTAL HEALTH CASE MANAGER
PAGE FOUR

- Maintain accurate records in compliance with federal, state, and local requirements; accurately document the child(ren) and family's progress, problems, and response; accurately document all referrals to other service providers; accurately completes all required documentation for regulations; maintains statistical data; uses a computer to enter data including progress notes.
- Work effectively with a multi-disciplinary team to provide services.

