

## MENTAL HEALTH CASE MANAGER



### **POSITION PURPOSE (DEFINITION)**

Under general supervision provides support to children, youth and families in a variety of settings including home, school, and community; provides referral and linkage to community resources; provides parent education and support as directed; performs related work as assigned.

### **ESSENTIAL DUTIES**

- Provides a variety of services as outlined in a child or youth's Mental Health Treatment Plan; may participate in the development of such plan.
- Provides time-structuring activities, appropriate time out strategies, and immediate behavioral reinforcements.
- Provides cognitive behavioral approaches, such as cognitive restructuring, use of hierarchies, and graduated exposure.
- Assists the child/youth to engage in, or remain engaged in, appropriate activities.
- Assists in developing the child or youth's ability to sustain self-directed appropriate behavior, internalize a sense of social responsibility, and/or enable participation pro-actively in community activities.
- Assists, teaches, and mentors the child, youth and family in order to meet the child or youth'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 or youth's growth and development; fosters social skills to enable the child or youth to maintain healthy peer relationships.
- Monitors, supports, and assists the child, youth 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 or youth's needs.
- Teaches, demonstrates, and reinforces positive parenting techniques on an individual or group basis to improve the child or youth's functioning in the home, at school, and in the community.
- Ensures safety of child or youth at all times during the provision of services.

Kerry Venegas, Executive Director | Caitlin Scown, Deputy Director

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- Links the child, youth or family to needed medical, educational, social, prevocational, vocational, and rehabilitative resources and other needed community resources; may provide transportation for children, youth or family members on a limited basis.
- Accurately and efficiently documents all work performed using templates as provided by Changing Tides Family Services; submits billing documentation in accordance with administrative directions
- Participates in required professional development activities, which may include individual supervision and group supervision
- Coordinates work with other professionals and para-professionals who are serving the student/client
- Maintains contemporary knowledge of evidence based practices and best practices
- Demonstrates sensitivity in working with children, youth and, their families, and other professionals who may come from diverse cultures
- Maintains confidentiality of information and ensures appropriate releases of information are on file prior to sharing information; adheres to HIPAA regulations for services which meet the standard of medical necessity
- Efficiently uses a personal computer, laptop, or other electronic equipment and electronic software supplied by Changing Tides Family Services. Demonstrates ability to prepare progress notes and other documentation in Word
- Participates at community events, meetings, and activities which support Changing Tides Family Services to achieve its goals
- May be assigned to research various mental health topics; makes reports as assigned
- Exercises sound independent judgment and takes appropriate action
- Applies home visiting best practices when in the field
- Meets any productivity standard which may be assigned
- Participates in quality assurance activities which may include peer reviews
- Immediately communicates to Clinical Services Director and Family Empowerment Services Director any instances of unusual incidents; submits reports as required
- Reports suspected cases of child abuse and elder abuse in accordance with mandated reporting requirements
- Operates under the clinical direction of the Clinical Services Director or designee
- Complies with Changing Tides Family Services Personnel Policies and other formal Changing Tides Family Services guidelines and policies

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## **QUALIFICATIONS**

### **Education and Experience**

Requires:

- Bachelor's Degree in psychology, social work, child development or related field,
- Two years' work experience with children, youth and families
- An Associate of Arts Degree in one of the above fields and four years of work experience will be considered

## **ADDITIONAL REQUIREMENTS**

- Must complete 16 hours of Pro-ACT training within six months of hire
- Must be able to pass a criminal history fingerprint clearance at the DOJ and FBI level
- Must possess a valid California driver's license, current automobile insurance, and a vehicle for work
- Ability to work a varied schedule including evenings, weekends, and early mornings
- Ability to meet with students/clients and/or their families in a variety of settings throughout Humboldt County, such as school sites, in homes, at family resource centers, at community locations

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