

JOB DESCRIPTION / EVALUATION

TITLE: Case Manager/Therapist **DEPARTMENT:** Children's Unit

NAME:

SUMMARY OF JOB: This clinical position within the CMH Children's unit provides community based case management and therapy services to severely emotional disturbed children and adolescents presenting with moderate to severe level of functional impairment (i.e CAFAS scores of 90+) A team approach with other workers in the agency and outside agencies will often be utilized. This position works closely with the CMH staff, the CMH psychiatric staff, Juvenile and Family court personnel, Children's' Protective Service, school and ISD personnel, and other private and public sector human service providers. This position provides a range of clinical services that are child-centered and family focused and generally performed on an outreach basis in the home, school and community.

Essential Job Functions:

- Effective verbal and written communication skills with both internal and external contacts.
- Knowledge of Evidenced-Based Practices and the Diagnostic Statistical Manual.
- Have the ability to relate to, empathize with, and show compassion for a diverse population and a variety of personalities.
- Able to work within a team environment.
- Able to problem solve.
- Protect Health/Information, Clinical/Staff Professional
- Maintain Drivers Eligibility and comply with Operating Policy and Procedure 15.10 Vehicle operation and customer transportation
- Follows CMHSAS-SJC Code of Conduct/Polices/Procedures
- Actively support, culturally competent, recovery-based practices
- Support person centered planning as a shared decision-making process with the individual who defines his/her life goals and assist in developing a unique path towards those goals
- Supports a trauma informed culture to individuals in their recovery process.
- Maintains education/training requirements set for/by CMHSAS-STJC/SWMBH

Specific Job Functions:

- Knowledge of normal/abnormal development
- Knowledge of childhood psychiatric disorders
- Knowledge of basic counseling and psychotherapy techniques
- Understanding of ethical implications to the customer/therapist relationship
- Be able to problem solve and had life experiences with behavioral health issues.
- Strong communication skills with the ability to present to community programs
- Ability to conduct assessments and identify member's priorities and needs.

Physical Requirements:

Able to stoop, bend, and may occasionally require light lifting up to 25 pounds
 Manual and digital dexterity needed to complete case notes, operate a telephone, keyboard, etc. B
 Able to sit for prolonged periods of time
 Able to work in high stress/pressure environment with productivity standards expectations
 Possible exposure to infectious disease processes

Job Duties	Successful	Needs Improvement	Comments
Conducts assessments, which identify customer problems, needs, and strengths			
Ensure that person centered plans are completed in a timely manner upon entry to enhanced services and updated at least annually thereafter for primary caseload clients.			

Conducts treatment planning that is consistent with identified customer needs and follows principles of person-centered planning			
Ensures timely and accurate documentation of assessments, treatment plans, formal reviews and progress notes according to agency, Medicaid, and CARF standards.			
Provides ongoing assessment and monitoring of customer needs circumstances, progress, and satisfaction, including monitor progress, or lack thereof, toward treatment goals.			
Provide assistance in all areas of life to ensure that basic needs are met for clients and their families.			
Monitor medication, usage, compliance, and side effects and coordinate with the prescribing professional.			
Provides services/interventions based on acceptable and recognized techniques for the purpose of attaining stated treatment goals			
Monitor and coordinate services with other agencies, providers, and significant people (e.g. medical professionals, law enforcement, courts, schools, family members, guardians)			
Provides collateral treatment with significant others on a time limited basis as needed to achieve stated goals			
Assess mental status and psychosocial functioning of clients.			
Continually educate the customer about the purpose of service implementation, mutual responsibilities', and potential consequences to noncompliance.			
Makes referrals to other agencies or providers as indicated by customer needs.			
Provide crisis response as needed to ensure that emergent situations are resolved in a timely and appropriate manner with may include referral to an inpatient or alternative placement.			

Follows Company's Code of Ethics, Corporate compliance guidelines, standards of business conduct and company policies, (such as attendance, punctuality dress code and work ethic)			
Protects client's rights by maintaining confidentiality and reporting complaints, instances of suspected abuse, neglect or misappropriation of property.			
Attends and Participates in staff development function (such as required training and in-services)			
Follow principles of Family Voice and Choice (self determination)			
Completes annual training log			
Reads and answers e-mail each time he/she is in the office. Listens and responds to voice mail within 24 hours of receiving the messages, unless on leave			
Other job related duties as assigned. These duties may include any assignment that provides for the efficient function of the department.			
Job Addendum:			

REPORTING STRUCTURE: Clinical Supervisor – Children's Services

RESPONSIBLE FOR: N/A

QUALIFICATIONS/EDUCATION: Master's degree in Psychology, Social Work or related field with certification in the state of Michigan as a Limited or fully Licensed Master's Level Social Worker (LLMSW or LMSW) or Limited License Psychologist (LLP) or Limited or fully Licensed Professional Counselor (LPC).

Must meet requirements of a Child Mental Health Therapist as defined by the Michigan Department of Community Health. Up to 1 year of experience required. 5+ years of job-related experience required.

GOALS: Were goals from the last evaluation met? If not, explain:

GOALS:

- 1.
- 2.
- 3.

6 MONTH HIRE 6 MONTH TRANSFER ANNUAL EVALUATION PERIOD _____

CAN YOU STILL PERFORM THE DUTIES OF THE POSITION THAT YOU HOLD, WITH OR WITHOUT ACCOMMODATION? YES NO

EVALUATOR COMMENTS:

HR Initials _____

Revised _____

EMPLOYEE COMMENTS:

NO COMMENTS/INITIALS _____

EMPLOYEE SIGNATURE: _____ DATE: _____

EVALUATOR SIGNATURE: _____ DATE: _____

NAME: _____ EMPLOYEE # _____

STATUS: Exempt Nonexempt

I HAVE RECEIVED A COPY OF THE Children's Case Manager job description

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____