

## **JOB DESCRIPTION**

**TITLE:** Targeted Case Manager/Mental Health Provider

**PURPOSE:** To assess, evaluate, and respond to the mental health needs of eligible consumers in a community-based outpatient services program To coordinate with, advocate for and identify relevant service providers for consumer needs and link them to h other while enhancing consumer health, education, stability and independence-

### **PRIMARY TASKS & RESPONSIBILITIES:**

To assess, evaluate, report and review client needs in seven functional areas while simultaneously accessing and monitoring other client needs on a fixed caseload.

To contact clients regularly and establish on-going services to assure their stability, health and safety. Establish and maintain relationships with psychiatric, medical, vocational, housing, legal, social and support providers and clients.

Develop and produce a series of technically written documents describing each client's needs, services, goals, and results as annual assessments and services plans, quarterly reviews and weekly progress notes.

Monitor client participation and compliance with psychiatric, medical, chemical dependency and emergency treatment to maintain their independence and stability, housing or access to hospitalization.

### **ESSENTIAL KNOWLEDGE, SKILLS & ATTITUDES:**

Ability to smile while cooperating with a multi-disciplinary team providing targeted case management, education and training, and counseling services to a broad range of people with diverse needs who are frequently in crisis.

Knowledge of and tolerance for low income people with mental disabilities. Must have a high tolerance for a frequently chaotic, often changing work circumstances and be willing to participate as a member of a low status, moderately structured team

Establish and maintain standardized accurate record keeping procedures and basic money management practices using word processing windows-based programs and paper filing methods with fixed and variable deadlines.

Ability to coordinate with a variety of mental health professionals during a crisis by describing signs and symptoms of de-compensation. or grave illness and to strongly advocate for MH service needs, including commitment, as needed for client health and safety.