

**Western Montana Mental Health Center**  
**The Nest – Lake County**  
**8 2<sup>nd</sup> Ave SW**  
**Ronan, MT 59864**

**Job Title:** Adult Case Manager

**Hours:** Half time working up to full time

**Close Date:** Open Until Filled

**JOB SUMMARY:** Assist residents in making informed choices about opportunities and services available within the community; in timely access to needed assistance and services; in providing opportunities and encouragement for self-help activities; in assisting residents in development of realistic, attainable life goals; and in locating, coordinating, and monitoring all services to meet these goals. Maximize residents' abilities and enable growth in some or all aspects of their vocational, educational, residential, social, mental, and health related environments. Provide advocacy, planning, service coordination, record maintenance and thorough documentation of all case management activities, networking, resource identification, empowering of residents, crisis assistance and intervention, service need identification, monitoring, and arranging of service responses to identified needs.

**DUTIES AND RESPONSIBILITIES:**

1. Advocate for, and enhance resident involvement in the utilization of services, encouraging the resident to speak, or act, on behalf of self whenever possible.
2. Identify the resources and services needed to carry out the case management plan, including identifying the resident's strengths, abilities, potentials, and skills, and, therefore, to determine the nature and extent of brokering, coordination, transportation, and advocacy.
3. Identify specific needs with resident and develop a written, individualized case management plan.
4. Complete documentation of all case management services, contacts, and compliance with case management plan;
5. Assistance to residents in crisis by assessing the nature and severity of the crisis, identifying appropriate resources, which will alleviate the crisis, and arranging for the delivery of services in a timely manner;
6. Linking of residents with service providers and facilitating development of community resources.
7. Assist staff in other programs and perform other duties as assigned.

**REQUIREMENTS:**

**Knowledge:** Comprehensive knowledge of social work principles and practices; of substance use disorders and recovery; general familiarity with primary DSM 5 diagnoses; with family system dynamics; thorough knowledge of community-based resources and process of referral; of ethical performance standards and their application; knowledge of laws and administrative rules relevant to confidentiality; demonstrated knowledge of appropriate boundary setting.

**Competencies:** Ability to learn, utilize, and effectively apply the required technical knowledge; to establish and maintain effective professional relationships with residents, consumers, colleagues, community members, and the general public; to set and maintain appropriate boundaries; to deliver and follow written and verbal instructions; to communicate effectively verbally and in writing; to demonstrate competency in assessment, problem-solving, decision-making, case management, time management, and crisis management; to clearly, thoroughly, and promptly document case management activities; to prepare and submit written reports upon request; to develop and implement client-centered case management plans.

**Education and Experience:** The above knowledge and competencies are typically acquired through a combination of education and experience equivalent to a Bachelor's degree in a behavioral science and a minimum of three years of case management experience, with at least one year working directly with the substance abuse/addiction population.