

Western Montana Mental Health Center
699 Farmhouse Lane
Bozeman, MT 59715
Phone: (406) 556-6500
Fax: (406) 522-8361

Position: Adult Case Manager

Close Date: Open until filled

Hours: Full-time

Job Duties:

1. Assists consumers to identify strengths, needs and goals in residential, health, vocational, educational, social and economic domains.
2. Coordinates necessary specialized services including psychiatric, psychological, medical, educational and housing based on the needs and desires of the consumer.
3. Involves family and significant others, with the appropriate releases, as needed in the assessment and planning process of service delivery.
4. Assists in the development and implementation of written case management treatment plans to be signed by both the treatment team.
5. Facilitates consumer access and utilization of natural community resources.
6. Provides transportation to consumers using a motor vehicle. This typically requires a current Montana driver's license and the ability to operate a motor vehicle.
7. Provides services to consumers in environments which are preferred by the consumer.
8. Provides outreach as a preferred mode of service delivery.
9. Accompanies consumers to services and resources in the community as needed and desired by the consumer.
10. Acts as an advocate on behalf of the consumer and insure the protection of rights through direct intervention, education and facilitation of advocacy groups in the community.
11. Utilizes supportive counseling as a means to assist consumers to set realistic, obtainable goals; to offer support and assist consumers in the decision making process.
12. Assists consumers to acquire life skill education in the natural environment in order to maximize an independent lifestyle.
13. Provides and coordinate emergency services, including the deployment of crisis support workers.
14. Actively follows clients even when they are in the hospital. Assist in developing and implementing realistic, effective discharge planning.
15. Regularly monitors mediations of clients. Interface as needed with psychiatrists concerning medications and other related issues.
16. Educates clients, family members and community resource persons concerning mental illness, mediations and related issues.
17. Assists clients on medical issues and make referrals to medical professionals as needed.
18. Ensures compliance with appropriate mental health law and consumer rights.
19. Actively develops a working relationship with the community resource agencies and individuals in order to facilitate services for clients.
20. Accurately and timely completes personal daily time sheet and appropriate billing log and submit to supervisor in accordance with program policy.
21. Advise the Executive Director and supervisor in advance of any possible or pending involvement in legal proceedings regarding professional services rendered by any employee or any situation that may occur immediately.
22. Perform functions of CBPRS to assist clients as outlined in treatment planning process.

Knowledge: Considerable knowledge of the principals and practices of social work, human development and behavior; of contemporary social and economic conditions; working knowledge of the laws, rules and regulations related to individuals with mental illness, of agency policies and procedures governing treatment services; and of the needs and problems related to individuals with severe and persistent mental illness.

Abilities: Ability to establish and maintain effective working relationships within the agency, with clients and family members, and with involved personnel from other agencies and professions; to exercise professional judgment in evaluating situations and making decisions; and to communicate effectively orally in writing.

Qualifications: The above knowledge and abilities are typically acquired through a combination of education and experience equivalent to an associate arts degree in social work, counseling or a related behavioral science and one year related work experience or a bachelor's degree in an appropriate field.