

**Western Montana Mental Health Center**

**81 W Park St**

**Butte, MT 59701**

**Phone: (406) 497-9046**

**Fax: (406) 782-4020**

**Position:** Care Coordinator

**Close Date:** Open until filled

**Hours:** Full-time

**Job Summary:** Responsible for planning and coordinating care and services to meet the needs of individuals with severe mental illness in Adult Foster Homes, Adult Group Homes, and Adult Day Treatment. Evaluate care coordination services needed, complete individual treatment plans with consumers that reflect the services being provided. Work with a Peer Support Specialist on a team approach to provide the best care options for the consumers.

**Essential Job Responsibilities:** Completing individual adult treatment plans, working with a multi disciplinary treatment team including community partners to ensure best possible care with the least restrictive environment for consumers in our program

**Job Requirements:** Computer skills, ability to exercise discretion and maintain client and employee confidentiality, effective verbal and written communication skills, demonstrate ability to work independently and within a team.

**Education & Knowledge:** Experience and/or education equivalent to an Associate's Degree preferred.