

**Western Montana Mental Health Center**  
**410 Windward Way**  
**Kalispell, Montana 59901**  
**Phone: (406) 752-6100**  
**Fax: (406) 257-1353**

**Position:** Children's Targeted Youth Case Manager

**Close Date:** Open until filled

**Hours:** FTE M-F. Ability to work flexible hours when required.

**Job Summary:** Responsible for treatment and service needs assessment of SED youth and family; development of a strengths based service plan and crisis plan in partnership with the family and treatment team; referral and linkage of SED youth and family to needed services and support systems; outreach to SED youth and family, professional agency collaboration, service coordination, monitoring, follow-up, discharge planning and advocacy for SED youth and family; evaluation of service and treatment outcomes.

**Essential Job Responsibilities:**

1. Provide case management services to assigned caseload of SED youth including: outreach, assessment, service planning, service implementation, service coordination, advocacy, monitoring and evaluation and crisis intervention activities to SED youth and their families.
2. Develop and maintain an individualized Youth Case Management Treatment Plan and Service Plan for each youth according to WMMHC guidelines and Montana Administrative Rules.
3. Identify and mobilize a treatment team consisting of all persons/agencies involved in service delivery to the SED youth and family.
4. Plan and conduct quarterly youth treatment team meetings. Facilitate collaboration and coordination among various service providers to support progress toward the goals of the treatment plan and to work with the parents and the youth in a mutual problem-solving partnership.
5. Maintain client records and documentation according to WMMHC guidelines and Montana Administrative Rules, including: intakes, progress notes, treatment plans, service plans, releases of information, authorizations, terminations and other necessary documentation.
6. Actively develops a working relationship with community resources agencies and individuals in order to facilitate services for SED youth and families.

**Education:** BA in human services field – or – equivalent skills developed through experience as a provider, consumer, or advocate of mental health services.

**Experience:** Experience working with SED youth and families. Treatment team experience preferred. Strong behavioral management skills required.