

Western MT Mental Health Center
1404 Westwood Drive
Hamilton, MT 59840
Phone: (406) 532-8990
Fax: (406) 545-0244

POSITION: Care Coordinator
HOURS: Full-time
CLOSING: 7 days after posting

POSITION SUMMARY: Responsible for planning and coordinating care and services to meet the needs of individuals with severe and disabling mental illness to include providing treatment, rehabilitation, and support services. 50% Outpatient Care Coordination Services and 50% West House Crisis Facility Care Coordination Services.

RESPONSIBLE TO: West House Operations Manager, Crisis Line Director, Adult Services Line Director

RESPONSIBILITIES

1. Coordinate care for an assigned group of clients including coordinating and monitoring the activities of the individual treatment team; assume secondary responsibility for developing, writing, implementing, evaluating and revising overall treatment goals and plans in conjunction with treatment team; ensuring immediate changes are made in the treatment plans as clients' needs change; educate and support clients' families, and advocate for clients' rights and preferences.
2. Involved in assessing the needs of a client that would describe levels of functioning for the client in a number of areas.
3. Develop and maintain effective relationships with representatives of the community and relevant social agencies in order to provide integrated care.
4. Acts as liaison and consult with community agencies and families to maintain coordination in the treatment process.
5. Maintain current and comprehensive resources, including applications and processes for assessing entitlements, for agency staff to utilize when assisting with client care coordination.
6. Document client progress to maintain permanent record of client activity according to established methods and procedures.
7. Provide symptom education to enable clients to identify their mental illness symptoms and improve ability to cope with symptoms.
8. Make referrals for additional internal and external services, including addictions counseling, vocational rehabilitation, therapy, etc.
9. Provide benefits counseling (e.g., SSI, SNAP, veteran's and other benefits).
10. Provide ongoing assessment, problem solving, side-by-side services, skill training, supervision, and environmental adaptations to assist clients in completing activities of daily living and developing independent living skills.

11. Assist and support clients to carry out personal hygiene and grooming tasks.
12. Assist/support as needed with meal planning, grocery shopping, and food preparation.
13. Assist/support clients with adequate financial support (e.g., help to gain employment or apply for entitlements).
14. Maintain appropriate personal and professional boundaries with clients, families, co-workers and community services.
15. Complete all required paperwork in compliance with contracts, State standards and WMMHC Policies and Procedures.
16. Perform additional duties as assigned that may be specific to program or regional needs

ABILITIES: Must have the ability to exercise professional judgment in evaluating situations and making decisions. Must have the ability to communicate information orally and in writing; to establish and maintain effective working relationships; to maintain accurate and timely documentation utilizing Electronic Medical Records; to function independently and in a team setting; and to maintain confidentiality. Must have the ability to work flexible hours including occasional evenings as needed. Must have a Montana driver's license, auto insurance, and reliable transportation

QUALIFICATIONS: 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 causes, treatment, needs, and problems related to individuals with severe and persistent mental illness.

EDUCATION & EXPERIENCE: The above knowledge and abilities are typically acquired through a combination of education and experience equivalent to a bachelor's degree in social work, psychology, or related field. Minimum one year related work experience, including the provision of intensive case management services to adults with mental illness.

Please Submit Letter of Interest and Resume to: Bill Hughes
1404 Westwood Drive
Hamilton, MT 59840

Or email to:
hamilton@wmmhc.org