WAUSHARA COUNTY
POSITION DESCRIPTION

TITLE: CCS Case Manager

LEVEL: J (Bachelors)
       H (Masters)

DEPARTMENT: Human Services

DATE: April 2016

FUNCTION

This position includes work with both children and their families, as well as with adults. It includes an emphasis on completing initial written assessments and plans, as part of the Comprehensive Community Services (CCS) program. It also includes direct client contact, attending client group sessions, providing client case management, completing required reporting and other paperwork, attending staffings and supervision, and billing for these services whenever possible. This position also may require the managing of Social Security funds when clients are incapable of managing their own finances.

MAJOR RESPONSIBILITIES

1. Develop, implement and coordinate client assessments and treatment plans. Assist consumers in effectively managing and ultimately recovering from mental illness or substance abuse. Empower consumers to be in charge of their own rehabilitation and recovery.

2. Provide case management to persons of all age groups who are diagnosed with a mental illness or substance abuse issue. Provide referral to appropriate resources for specialized counseling or other needed services. Coordinate care with other service providers including scheduling and running regular team meetings.

3. Record progress notes on every contact with client and collaterals including phone, face-to-face and groups. Complete necessary paperwork for billing purposes. Prepare materials as needed for client's WATTS review.

4. Remain knowledgeable of psychotropic medications including their use, purpose, and side effects. Make direct reports to client's psychiatrist (if applicable) regarding updates.

5. Assist clients regarding financial management and budgeting, including obtaining funding through available programs. Act as a Waushara County representative payee for Social Security when appropriate.

6. Schedule appointments to meet regularly with supervisor, attend scheduled meetings and consult with supervisor, therapist, counselor, psychologist or psychiatrist regarding individual cases.

7. Assist clients in establishing the least restrictive living arrangement and life-style as possible. Help clients in aspects of daily living including grocery shopping, housekeeping, home repair and maintenance.

8. Perform crisis intervention functions in conjunction with the agency’s crisis team. Assess the potential for client's dangerousness to self or others, and the degree of disability/irrationality if applicable. Recommend emergency detention and/or hospitalization as needed.

9. All other duties as assigned by the CCS Coordinator, Director or Deputy Director.
WORKING ELEMENTS

A. Education, Training and Experience

Bachelor’s Degree in a behavioral science or related field.

1,000 hours of post degree supervised clinical experience with the mentally ill or addicted is required.

B. Knowledge, Ability and Skills

Demonstrated ability to work effectively with individuals and organizations.

Knowledge of available local, state and federal resources that will enhance the ability to provide case management.

Understanding of the special problems inherent to various disorders and disabilities.

The ability to communicate with, and recognize the needs of, persons with disorders or disabilities.

Awareness of the responsibilities and the rights of others.

Ability to work effectively with individuals and with teams to accomplish goals.

Valid drivers' license and adequate car insurance to transport clients.

C. Responsibility and Authority

Directly supervised by the CCS Coordinator, but also responsible to the Human Services Director and Deputy Director for the fulfillment of duties as specified, and for special duties as assigned.

D. Working Conditions

Will involve some evening and weekend hours.

Will involve travel to client location and work with clients who are in crisis, incarcerated, irrational, or not in control of their emotions. Such individuals may be potentially assaultive and may represent a danger to self and others.

Must maintain a regular and predictable attendance.

Must be able to promote, get along, and work in a harmonious relationship with others, including but not limited to outside agencies and other county departments.

Must be able to perform duties and follow policies and procedures independent of direct supervision.