ROCK COUNTY invites applications for the position of:

Case Manager I/II- CCS/CLTS

An Equal Opportunity Employer

**SALARY**

Hourly
$17.54 - $28.02

**OPENING DATE:** 07/27/16

**CLOSING DATE:** 08/12/16 05:00 PM

**POSITION SUMMARY AND JOB DUTIES:**

Under the direction of the Community Recovery Services (CRS) program manager and Comprehensive Community Services (CCS) supervisor, work involves providing comprehensive, person-centered, team based, community treatment to persons living with mental illness, substance abuse or co-occurring disorders receiving services through the CCS Program. Work includes the provision of: service facilitation for youth found dually eligible for Children’s Long Term Support Services and CCS and possible service facilitation for eligible adult CCS consumers. This position will be trained to learn both CCS and CLTS program requirements. Other service provision could include: symptom management, psychosocial rehab, and assisting clients with skill development according to individualized Recovery plans. Services provided must coincide with individual recovery goals, recovery plans and a clinical assessment with an ultimate goal of keeping youth and adults in the community and out of institutional settings. Responsibilities also include the development and maintenance of client case records, benefits, Recovery/CLTS plans and reports in accordance with DHS 36, Social Security, Medicaid/Medicare and the Home and Community Based Waiver (HCBS) requirements. Must work in collaboration with a treatment team, other HSD employees, families and collateral agencies.

Provide comprehensive psychosocial rehab services that are person-centered, team oriented, and community based in accordance with DHS 36 and CLTS requirements.

1. Manage a case load and provide or arrange for provision of all needed services for each person on that case load. Develop and implement clinically relevant recovery plans ensuring that services are culturally competent, recovery oriented and involve consumer participation. Complete/Update Functional Screens, Monthly Collateral Contacts, Six Month Reviews, Recertification’s, and required face to face contacts. Follow HCBS waiver manual guidelines.

2. Provide interventions including; assessment, service planning, service facilitation, medication management, physical health monitoring, skill development, psychosocial rehabilitation, psychoeducation, and recovery support services. Provide services on an individual and group level including possible supportive services and education to families. Provide a variety of psychosocial rehab interventions for individuals across the lifespan.
3. Advocate for and arrange transition to the least restrictive living situation for all CCS consumers. Attend and testify at court proceedings as needed.

4. Act as a team member on the CCS treatment team contributing to the functioning of the treatment team, supporting and covering for other team members as necessary.

5. Regularly assess consumer mental status, areas of functioning, achievement towards stated goals, and symptom patterns and communicate this assessment to the team.

6. Develop and support creative community resources to keep people in the most

Develop and maintain consumer records, benefits, plans and reports in accordance with DHS 36, CLTS/HCBS, Social Security and Medicaid/Medicare requirements.

1. Maintain needed documentation and benefits including; Medicaid and Medicare, Social Security reviews, and FoodShare. Coordinate with providers for assistance received through the Community Options Program, Family Care, and HCBS waivers. Arrange other community resources as deemed needed offering consumers choice when available. Report critical incidents according to the CLTS/HCBS waiver program requirements. Completion of Third Party Administrator (TPA) authorizations according to waiver program requirements.

2. Provide financial advocacy and skill development and enhancement assisting clients with budgeting as needed, with a goals of increasing consumer independence.

3. Draft clinically relevant individualized recovery plans on a six month and annual basis including the completion of an initial and annual Functional Screen. Complete updates to these plans as needed. Complete discharge planning and written discharge plans. Complete an initial assessment and comprehensive assessment including yearly updates.

4. Regularly document assessed consumer mental status, progress towards goals and challenges and share with the treatment team. Documentation must be detailed and specific to the requirements of DHS 36 and CLTS.

Work in collaboration with a treatment team, other HSD employees, families and collateral agencies.

1. Actively participate in recovery planning meetings, individual and group supervision meetings, and recovery plan meetings for consumers to whom you are on the recovery team. Participate in CCS/CLTS Coordination Committee meetings as requested.

2. Provide regular communication to the CCS team to report on client success towards meeting their goals. Incorporate clinical suggestions from the program manager, supervisor, and clinical staff.

3. Attend in-services, trainings, division/department meetings, committee meetings and trainings as requested or approved by your supervisor.
4. Maintain prompt communication with family members, team members, Rock County Crisis Intervention, and collateral agencies requesting information.

All other duties as assigned.

SUCCESS FACTORS (KSA’S):
- Knowledge of assessment and treatment of persons across the lifespan whom have mental illness or substance abuse disorders including co-occurring disorders.
- Knowledge of assessment techniques and the ability to make sound assessments and form solid clinical plans based on the assessment information.
- Knowledge of the principals and practices of social work. The knowledge of best practices and the ability to implement them specifically related to skills based interventions and case management practices.
- Experience and ability to work with children and adults with Reactive Attachment Disorders and Personality Disorders.
- Ability to prioritize work duties and successfully meet deadlines as assigned.
- Ability to travel throughout the county on a daily basis with your personal vehicle.
- Ability to have a flexible work schedule.

Knowledge of the Home and Community Based Waiver Manual/CLTS services for children.
- Knowledge of County wide resources for children, youth, and families at risk.
- Knowledge and skills in assessing risk for chronically suicidal persons.
- Ability to embrace and nurture a person centered, recovery oriented framework and culture for service delivery.
- Knowledge of the laws, regulations and practices pertaining to DHS 36.
- Knowledge of community resources and how to effectively utilize them.
- Ability to plan and organize work effectively.
- Ability and skill to maintain accurate current records and prepare clear and concise reports.
- Ability to establish and maintain effective working relationships with agency staff, community members, families, and collateral agencies.
- Knowledge of various cultures and diverse populations and ways in which cultural values impact individuals, families, and the community.

JOB REQUIREMENTS, EDUCATION, TRAINING & EXPERIENCE:

Bachelors Degree in Social Work or a related field from an accredited college or university. Must possess a bachelors level state license or higher in the area in which they received their degree. 1,000 hours of providing direct case management with adults/children with serious mental illness or diagnosed substance use disorders. Experience with CLTS preferred but willing to train. Must possess a current and valid driver’s license and auto insurance. Must complete 20-40 hours of training specific to CCS/DHS 36 and CLTS within three months of hire date.

ESSENTIAL JOB FUNCTIONS (PHYSICAL ELEMENTS, EQUIPMENT AND WORKING CONDITIONS):
- Physical elements:
  - Ability to stand, walk and sit. Physical movement occurs a majority of the day.
  - Inside and outside work with exposure to weather conditions.
  - Potential for contact with unpredictable and aggressive persons.
  - Must be willing to transport consumers in your personal vehicle and be exposed to challenging and unpredictable environments.
  - Participate in disaster evacuations and fire drills when circumstances warrant. Maintain safety procedures.
  - Lifting and carrying up to 25lbs frequently.
Equipment use:
- Ability to use a computer and keyboard.

Working conditions:
- Able to work in multiple locations including the office, client's home, and a variety of community locations. A majority of contacts occur in the community.
- Must be available to work a flexible schedule including working evenings when needed to meet client needs.
- Ability to flex time when needed to coordinate consumer emergencies, care and recovery plan services.
- Potential exposure to physically or verbally abusive persons.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
http://agency.governmentjobs.com/rock/default.cfm

OUR OFFICE IS LOCATED AT:
51 S.Main Street
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