ROCK COUNTY
invites applications for the position of:

Case Manager I/II-
Employment and Skills
Specialist

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 CRS program manager and 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 Comprehensive Community Services Program. Work is rehabilitative in nature and involves: teaching employment skills to CCS consumers using the Individual Placement and Support (IPS) model. Work also involves providing: psychosocial rehab, psychoeducation, recovery support services and assisting clients with other skill development according to their individualized Recovery plan. Involves working with individuals across the lifespan with mental illness and/or co-occurring disorders. In conjunction with direct service provision, responsibilities include the development and maintenance of client case records, benefits, plans and reports in accordance with DHS 36, Social Security and Medicaid/Medicare requirements. 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.

1. Provide direct 1:1 interventions including; assessment, vocational assessment, service facilitation, skill development, employment related skills training, psychoeducation, and recovery support services to assist consumers either with obtaining/keeping employment or to increase or learn skills identified specifically in the consumers recovery plan. Provide services on an individual and group level including possible supportive services and education to family members. Employment related skills based services will be provided using the IPS model.

2. 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.

3. Regularly assess consumer mental status, areas of functioning, achievement towards stated goals, and symptom patterns and communicate this assessment to the CCS team. Communicate regularly with contracted
and community providers to assist individuals with obtaining/keeping employment or as it relates to a providing a skills based intervention.

4. Compiles, collects and organizes vocational data and outcomes for all CCS consumers. Acts as an employment specialist for the CCS team, sharing employment related information and data, and participates in employment related improvement projects, trainings, and maintains positive relationships with community businesses who employ CCS consumers. Also works to maintain and increase fidelity to the IPS model.

Provided service facilitation and develop and maintain consumer records, benefits, plans and reports in accordance with DHS 36, Social Security and Medicaid/Medicare requirements.

1. As requested, 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.

2. Maintain needed documentation, coordination and benefits including; Medicaid and Medicare, Social Security reviews, FoodShare, and assistance received through Family Care. Arrange other community resources as deemed needed offering consumers choice when available.

3. Writes clinically relevant individualized recovery plans on a six month and annual basis including the completion of an initial and annual Functional Screen. Completes written discharge plans. Completes initial assessment and comprehensive assessment including yearly updates.

4. Regularly document and complete treatment progress notes that detail; consumer mental status, and progress towards goals and challenges. Documentation must be detailed and specific to the requirements of DHS 36 and Medicaid.

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.

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

Perform other duties as assigned.

1. Attend and testify at court proceedings as needed.
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 IPS supported employment model or willingness to learn it and implement it. Willingness and motivation to also increase fidelity to this model when possible. Ability and skill to work with individuals across the lifespan who have mental illness to increase employment/employment related skills and other identified skills.
- 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, ability and skill to work with children and adults with Reactive Attachment Disorders and Personality Disorders.
- 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.
- Extensive knowledge of therapeutic and psychosocial rehabilitation interventions for persons with complex needs.
- Knowledge of the laws, regulations and practices pertaining to DHS 36.
- Knowledge of psychotropic medications, their effect, side effects and abuse potential.
- 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.
- Ability to make assessments for persons with complex needs and provide or refer for appropriate treatment.
- Knowledge of Children’s Long Term Support Services (CLTS).

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 and/or skills based interventions with adults/children with serious mental illness or diagnosed substance use disorders. Must possess a current and valid driver's license and auto insurance. Must complete 20-40 hours of training specific to CCS and DHS 36 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.

http://agency.govtjobs.com/rock/job_bulletin.cfm?JobID=1492145

7/26/2016
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:
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