



**POSITION TITLE:** Behavioral Health Case Manager

**POSITION SUMMARY:** This position is responsible for managing an assigned caseload of patients and for assessing patient needs, developing, implementing and reviewing care plans, and working with other community resources in meeting/achieving patient service needs.

**Instructions to Apply:**

To apply, attach your resume in an email to Angela Marcum at [amarcum@williamsonhealthwellness.com](mailto:amarcum@williamsonhealthwellness.com)

NOTE: Add your Name and the Position Title you are interested in to the subject line of your email. For example: "John Smith, Behavioral Health Case Manager" *By adding this information in your email, it will help our team sort applicants to begin scheduling interviews. Thank you!*

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Participates as directed in the screening of new service requests within the clinic by means of an agency approved procedure, which ensures all individuals are adequately and appropriately served according to their individual needs and in accordance with existing clinic policies and procedures.
2. Participates in regular interdisciplinary staff meetings held at position location.
3. Accepts newly assigned cases in which the diagnostic intake has been completed.
4. May complete diagnostic intakes and provide preliminary diagnosis, prior to the confirmation of a licensed behavioral health professional.
5. Completes case management assessment on all patients entering caseload.
6. Develops appropriate treatment/service/care plans with patients as the means for implementing appropriate services and developing effective alliances with patients.
7. Provides on-going supportive and/or case management functions in accordance with the problems, needs, and the strategies identified within the service plan in order to help the patients to achieve the stated goals and objectives.
8. Provides face to face reviews with the patient and/or relevant staff on a regular basis the progress made in reaching service goals so the service plan can be modified as necessary to ensure the goals and objectives are being achieved. The frequency reviews will be determined by relevant requirements.
9. Documents all service contacts on a timely basis including face-to-face interviews, collateral and networking contacts, correspondence and maintains the case records in accordance with agency and regulatory standards and requirements.
10. Participates in interagency planning and service coordination activities as directed to improve and enhance service continuity and effectiveness for patients.
11. Meets regularly with the immediate supervisor as a means of enhancing professional growth, reviewing and processing the provision of case management services, and dealing with appropriate administrative issues.
12. Maintains close communication with the consulting behavioral health provider/nurse for input regarding medication compliance, side effects of medication, and medication changes and alerts

these members of the staff of any changes in patient adjustment which might suggest decompensation and a need for more aggressive intervention.

13. Maintains service logs and turns them in on a weekly basis so staff and patient service information can be reviewed by supervisors and management personnel and can be reported to local and state funding sources to determine if performance contract levels of service have been achieved and/or maintained.
14. Performs other duties as assigned by the supervisor.

**ESSENTIAL KNOWLEDGE AND ABILITIES:**

**Knowledge:**

Working knowledge of the nature of related treatment modalities, interventions and techniques; of different types of assessments and their uses in treatment planning; of consumers' rights; of local community resources and service delivery systems such as housing, social, welfare, educational, etc.; of patient record documentation requirements; and of patient services plan development and implementation.

**Abilities:**

Demonstrated ability to interview and assess patients, using appropriate assessment tools, and observe, record and report on an individual's functioning; to read and understand assessments, evaluations, observation, and use in developing treatment plan; to identify community resources and services for patients and coordinate provision of services; to establish effective working relationships with internal agency staff as well as with relevant community organizations; interact positively with consumers and their families, work as a team member, communicate effectively, verbally and in writing, to maintain confidentiality, and to work independently under general supervision.

**Qualifications:**

Must possess a combination of mental health work experience or relevant education, and training which indicates the possession of knowledge, skills, and abilities necessary to perform essential job duties. Bachelor degree in relevant human services field.