

CHOICES

JOB DESCRIPTION

JOB TITLE:	ACT Case Manager
REPORTS TO:	ACT TEAM LEAD
DESCRIPTION STATUS:	Exempt
SALARY:	DOE
HOURS:	Full time, M-F, 9am – 5pm

POSITION SUMMARY

Assertive Community Treatment (ACT) is a client-centered, recovery-oriented behavioral health service delivery model. ACT is designed specifically for persons who have the most severe and persistent mental illnesses, have severe symptoms and impairments, and who historically have not benefited from traditional outpatient programs.

Case Managers are members of the trans-disciplinary Assertive Community Treatment (ACT) team and work together to provide services in a flexible, compassionate, and responsible manner. The Social Worker provides and coordinates all services and has a primary caseload of ten – 15 clients and shares responsibility with team for all other clients who have histories of homelessness, psychiatric disability, substance abuse, criminal justice, and other trauma.

ESSENTIAL JOB FUNCTIONS:

(Responsibilities, Accountabilities, and Competencies; May not include all duties of this job)

A. JOB DUTIES

1. Collaborate with client in the formulation of a comprehensive service plan that is reviewed and modified with client on a regular basis.
2. Provide outreach, case management, counseling, advocacy, and other needed services to clients in any environment including: the streets, shelters, prisons, hospitals, apartments, office, etc.
3. Provide individually tailored services to each client—i.e. housing placement, independent living skills, vocational guidance, appointment escorts, integrated substance use treatment, and family counseling.
4. Maintain written and computerized records, compile reports and complete other program documentation (including case notes, statistics, letters, psychological evaluations, etc.).
5. Assist clients to manage their monies, including preparing budgets with clients and computing expenses.
6. Coordinate and monitor referrals to community services, and advocate client participation in them.
7. Educate, inform and advocate for clients regarding benefits and entitlements (Social Security, Public Assistance, food stamps, etc.).
8. Lead groups, workshops, and in-services on topics such as substance abuse, safe sex, domestic violence, etc.

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9. Performs other related work as assigned.
10. Be able to take the Crisis phone (on call phone) when it's your turn. Sometimes for a whole weekend.

B. CORE VALUES

Demonstrate personal and interpersonal qualities that support the core values and mission of CHOICES, Inc. and the Peer Bridger Program. Have an unwavering belief in the power and possibility of recovery and absolutely believe that all individuals can lead full, rich and productive lives.

MISSION: Consumers having ownership in creating effective services (CHOICES)

PRINCIPLES OF RECOVERY:

Recovery is holistic, embraces culture, supported by peers, self-directed, springs from hope, and is a reality.

Rehabilitation services are person-centered, involve family and friends, anchored in the community, strength-based, use peer supports and honor partnerships.

CORE VALUES: Services are flexible, comprehensive, wellness driven and effective

REQUIRED ESSENTIAL JOB QUALIFICATIONS:

1. Able to pass an extensive state and federal background check.
2. Degree in social services preferred, but not required.
3. Non-credentialed individuals with experience in mental health service delivery can qualify for this position on the team
4. Career experience in social services, supported housing, or with persons with disabilities
5. Have negative TB test results
6. Have valid AK driver's license with clean driving record for 5 years as well as personal transportation.
7. Knowledge of AKAIMS preferred but not required
8. Knowledge of Microsoft Suite and Outlook.
9. Patience, creativity, flexibility, compassion and sensitivity to persons with disabilities and other minority populations.
10. Experience or training in community based services for families preferred.
11. Experience with dually diagnosed population preferred.
12. Excellent written, verbal and communication skills.
13. Other duties as assigned

We are an EEO, AA, and ADA employer

This Job Description reflects CHOICES, Inc.'s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Printed Name: _____ Date: _____

Employee Signature: _____ SSN: _____

IN AN 8 HOUR WORKDAY, THIS JOB REQUIRES:

N = NEVER	(0 hours per day)
R = RARELY	(less than 1/2 hours per day)
O = OCCASIONALLY	(1/2 to 2.5 hours per day)
F = FREQUENTLY	(2.5 to 5.5 hours per day)
C = CONTINUALLY	(5.5 to 8 hours per day)

WORKING CONDITIONS/ENVIRONMENT

I. LIFTING/CARRYING (Amount of force exerted to lift and/or carry)

1 - 10 lbs.	F
11 - 20 lbs.	O
21 - 35 lbs.	R
36 - 50 lbs.	N
51 - 75 lbs.	N
76 - 100 lbs.	N

II. PUSHING/PULLING (Amount of force exerted to push and/or pull)

1 - 10 lbs.	F
11 - 20 lbs.	O
21 - 35 lbs.	R
36 - 50 lbs.	N
51 - 75 lbs.	N
76 - 100 lbs.	N

III. POSTURES/MOVEMENTS

Sitting	C
Standing	F
Walking	F
Stooping, kneeling, crouching and/or crawling	O
Reaching and /or grasping	O
Hand/finger dexterity	C
Climbing and/or balancing	N
Carrying, pushing and/or pulling	O

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IV. COGNITIVE/SENSITIVE

Talking	C
Hearing	C
Sight (Addendum: acuity, color..)	C
Smelling/tasting	O

OCCUPATIONAL ASPECTS

A. WORK ENVIRONMENT

Working Inside	C
Working Outside	O
Changing Temperatures	F
Wet/Humid Conditions	N
Areas of dust, odors, mist, gases or other airborne matter	N
Mechanical, electrical and/or other hazards	N
Confined Spaces	N

B. OTHER ASPECTS

Infectious Agents	N
Chemicals	O

C. Special Equipment/Clothing

Special Equipment or Clothing	R
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The above is intended to describe the general content of, and requirements for, the performance of this job. It is not intended to be construed as an exhaustive statement of duties, responsibilities or requirement.