

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.

CHOICES

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:

(Any equivalent Combination of Knowledge, Skills, Abilities, Education, and Experience)

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. Regular timely attendance is a MUST for this position.
5. Career experience in social services, supported housing, or with persons with disabilities
6. Have negative TB test results
7. Have valid AK driver's license with clean driving record for 5 years as well as personal transportation or obtain a written waiver, approved by Executive Director
8. Knowledge of AKAIMS preferred but not required
9. Knowledge of Microsoft Suite and Outlook.
10. Patience, creativity, flexibility, compassion and sensitivity to persons with disabilities and other minority populations.
11. Experience or training in community based services for families preferred.
12. Experience with dually diagnosed population preferred.
13. Excellent written, verbal and communication skills.
14. Able to take the on-call phone from time to time
15. Other duties as assigned

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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.

Duties performed are typically out in the community. Frequent moving. Long periods of standing or sitting. Some lifting of 20 lbs or less and some stooping, squatting and bending. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have received and read the CHOICES, Inc. Case Manager Job Description. I agree to keep it readily available and to refer to it often.

Employee Printed Name: _____ Date: _____

Employee Signature: _____