

Grant County Job Description

POSITION SUMMARY

Grant Integrated Services provides individual and/or group treatment services to persistently mentally ill individuals and individuals with emotional, behavioral and other mental disorders, to enhance independent choice, satisfaction and optimum participation in the community, family, and employment or education environments. This position will be required to work a minimum of 40 hours per work; mainly Monday through Friday, 8:00 am to 5:00 pm. The schedule may require various days and hours of the week to accommodate services provided. This position is represented by the Teamsters Local Union #760. All employees hired into this position are required to become and remain members in good standing of the Union within 30 days of beginning employment.

The Case Manager provides individual and/or group treatment services to persistently mentally ill individuals and individuals with emotional, behavioral and other mental disorders. The Case Manager facilitates stability and independence while empowering individual, assuring individualized quality mental health services which contribute to the well-being of citizens of Grant County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position. Employee must comply with all County and department policies, procedures, WAC's, or other regulatory bodies.

1. Provides individual and/or group treatment services and may be part of a team of Case Managers that focus on wrap around intensive case management interventions that promote client stability and recovery.
2. Assures that all documentation and records meet Washington Administrative Code (WAC), Revised Codes of Washington (RCW), Regional and State contracts, and all other applicable Agency requirements.
3. Meets competency level for service coding, billing requirements, and other direct service standards as established by the Agency.
4. Prioritizes individual treatment needs by applying life domains data to the formulation of age, cultural, financial and disability specific goals and objectives, and formulates and applies measurable, achievable goals, objectives and discharge criteria.
5. Monitors the individual's risk to self, others, property and grave disability and refer to appropriate service.
6. Advocates on behalf of individuals to coordinate care internally and externally with appropriate services related to treatment goals and outcomes.
7. Provides education and documents an individual's understanding of their need for medications and their ability to identify illness warning signs and symptoms.
8. Reports and documents possible side effects, medication effectiveness and conformance, and consults appropriately.
9. Utilizes crisis intervention techniques for individual and community stabilization.
10. Demonstrates effective discharge planning and treatment closure.
11. Works closely with other staff in the implementation and adherence of the standards set forth in both quality improvement and utilization management systems.
12. Documents accurately in client records within established Agency timelines.
13. Assures services are provided which support the individual's rights and are compatible with the particular culture and primary language of the individual.
14. Actively participates in training and other meetings, whether in or out of office, as requested.

EDUCATION, EXPERIENCE, and LICENSING

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability

required. Any combination of education and experience may be substituted as long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required

- Bachelor's Degree in Psychology, Social Work or related field
- Demonstrated assessment (risk, suicidal, crisis intervention and diagnostic) and counseling skills
- The ability to respond appropriately to aggressive behaviors with least restrictive interventions
- Strong written and spoken communication skills
- Basic personal computer operations skills including Word, Excel

Preferred

- Previous case management related experience
- Bilingual/Bicultural
- Strong attention to detail and accuracy
- Knowledge of County and Agency policies and procedures

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Washington State Driver's License: Must have a safe reliable vehicle with proof of automobile insurance
- Background Check: Must have an acceptable background report, at time of hire and every three years afterward
- Driving Abstract: Must have an acceptable driving report
- Washington State Registered Agency Affiliated Counselor Credential; Licensure preferred. Must maintain an active credential with the State of Washington.

PHYSICAL ABILITIES / WORKING CONDITIONS

Physical Abilities: Physical abilities are primarily those required of an office or administrative position: the ability to walk, sit, write, hear, and speak; operation of office equipment, including, but not limited to phone, copy machine, fax machine, computer; typing on keyboard. Specific vision abilities required by this job include close and distance vision, peripheral, depth perception. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

GrIS facilities provide clinical services so all positions may be exposed to potentially verbally and physically aggressive individuals and/or environments, as well as exposure to blood, body fluids or tissues

Working Conditions: Work is primarily performed in an office setting but may include any of the Grant Integrated Services offices as well as various work locations, including schools, jails, client's homes, or community locations. Because of the variance of location, the employee may be exposed to varying temperature, odors or vapors, sub-sanitary environments (pets, second-hand smoke), and weather.