

JOB DESCRIPTION

TITLE:	Clinical Case Manager
STATUS:	Full Time/Exempt
PROGRAM:	Outpatient Clinic

SUMMARY OF POSITION RESPONSIBILITIES:

Provides outpatient mental health services to adults who are referred to the program from a variety of sources; carries a caseload of approximately 55 clients which will fluctuate with a continuous flow of new openings and case closings. Services include assessment, group/individual therapy, case management, and crisis intervention. Provides treatment to individuals with severe mental illness, depression/anxiety, personality disorder, and co-occurring substance abuse and mental disorder.

GENERAL DUTIES:

1. Maintain 1-2 intake slots per week for clients new to the program, perform intake assessments, complete case-opening paperwork.
2. Facilitate 1-2 groups per week which are planned according to staff interest and client need; groups are generally limited to 8 people and are made available to new clients.
3. May follow a minimum of 2 to 3 clients for regular, on-going individual therapy.
4. Maintain up-to-date charting of services performed, submit billing daily or weekly for data entry; fulfill a monthly productivity objective of 100 hours of direct service.
5. Provide case management to assist clients in obtaining needed resources such as housing, benefits, medical/dental services, as well as education and vocational programs.
6. Serve as care manager, complete initial plan of care with yearly renewals, submit with service authorization request to PURQC for approval.
7. Establish and maintain good working relationships with outpatient program staff as well as staff from crisis and ACT programs, and other service providers.
8. Comply with CBHS/MediCal standards for service documentation, document and bill for each unit of direct service to clients, adhere to the proper use of CPT and Rehab billing codes.
9. Coordinate outpatient services with Crisis Clinic staff as needed, consult with psychiatrist regarding medication and medical needs of clients.
10. Adhere to Westside and CBHS policies and procedures.
11. Participate in weekly supervision as well as mandatory scheduled meetings such as staff and clinical meetings.
12. Other duties as required.

QUALIFICATIONS:

1. Master's degree in Psychology, Social Work, Counseling, or other related social/behavioral science.
2. Clinically licensed or license eligible and able to register with professional licensing board in California.
3. Able to provide 'Mental Health Services' that require licensure under California Department of Health Services guidelines.

4. A minimum of one year's experience working in a community clinic/hospital setting serving chronically mentally ill/dually diagnosed individuals.
5. Interest in working within a community mental health system.
6. Training, experience, and interest in serving individuals with co-occurring mental illness and substance abuse preferred.
7. Experience with group therapy as a treatment modality.

SCHEDULE:

Monday – Friday 8:30am – 5:00pm

Employee Signature

Date

WESTSIDE Community Services Is A Proud Affirmative Action, Equal Opportunity Employer. People of Color And/Or Bilingual Are Encouraged to Apply.