

Alternatives in Psychological Consultation, S.C. Job Description

Job Title: Targeted Case Manager

Department: Targeted Case Management

Reports To: Clinical Coordinator

FLSA Status: Non-Exempt

Summary: Responsible for coordinating and subsequently monitoring services and resources designed to provide stability and independence to the consumers we serve by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Remains cognizant of the mercurial resources in the community.*
2. Conducts assessments.*
3. Develops individual recovery plans known as IRP's and makes certain individual recovery plans are reviewed at least every six months.*
4. Monitors the efficacy of the individual recovery plan on an on-going basis.*
5. Provides strengths-based supportive contact to consumers.*
6. Develops effective relationships with our community partners and stakeholders.*
7. Provides crisis case management as needed.*
8. Stays empathetic, co-occurring competent, and trauma informed.*
9. Manages all cases on a cost-effective basis using authorized units.*
10. Transports consumers, on occasion, to appointments and elsewhere.*
11. Works with hospitals to transition clients to a less restrictive setting.*
12. Monitors the efficacy of medications.*
13. Makes certain housing is safe/affordable.*
14. Assists in integrating consumers into the community.*
15. Makes certain time sensitive paperwork is completed in a timely manner.*
16. Supports consumers in their quest for employment/educational opportunities.*
17. Makes certain all relevant medical providers are in place.*

18. Keeps materials confidential following HIPAA requirements.*
19. Attends conferences/trainings/and other related meetings as mandated by contract with behavioral health division.*
20. Assists with money management, applying for social security benefits.*
21. Acts as a general advocate for consumers in the community.*
22. Assists clients in relocating from apartment to apartment.
23. Assists clients in grocery shopping.
24. Transports clients to a non-T19-covered service as needed.
25. Attends consumer picnics and client parties.
26. Participates in agency NIATx projects.

Qualifications:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word, Internet Explorer, Avatar, and Provider Connect.

Education/Experience:

Bachelor's degree (B. A. / B. S.) from four-year college or university; and one to two years related experience and/or training; or equivalent combination of education and experience.

Specialized Training:

Completed requisite training as outlined in department of human health services chapter 34

Certificates and Licenses:

Valid Wisconsin driver's license

Knowledge, Skills and Other Abilities:

- Ability to tolerate ambiguity
- Multi-tasking skills
- Organizational skills
- Ability to prioritize
- Strong writing skills
- Ability to be hyper-responsive to our stakeholders

Physical Demands:

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.

While performing the duties of this job, the employee is regularly required to sit; use hands; and talk or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and distance vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

I have received, reviewed, and understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Signature

Date

Updated 11/2016 BA

*Essential Function