

JOB TITLE	Case Manager
WAGE	\$41,039 Annually
JOB STATUS	Full Time
SHIFT	8:00 A.M. – 5:00 P.M. Mon-Fri,
POSTING NUMBER	104507
HIRING PROGRAM	MH
JOB LOCATION	Zavala MH Clinic
BENEFITS	Full
POSTING DATE	03/09/21
CLOSING DATE	03/23/21 or until filled

A completed application is required for this position. Proof of education required upon request and requires a valid Texas driver's license and acceptable driving record.

GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Responsible for providing mental health services to persons with severe and persistent mental illness. Performs case management duties as described in the Texas Administrative Code (TAC) and in the agency performance contract with the State. Follows the guidelines of the Texas Resilience and Recovery (TRR) delivery model and efficiently uses and maintains the TRR Adult Needs & Strengths Assessment (ANSA) for each person served. Provides on-going case management services to help individuals get access to the full range of community-based mental/behavioral health services as well as access to community supports that can provide the person with the opportunity to live successfully in their community. Types of services include but are not limited to screening assessments, admission to service, treatment planning, team treatment staffing, periodic re-assessments, ensuring continuity of services, referral and follow-up services, individual rehabilitative services, family rehabilitative skills training, small group skills training, and crisis support services. Services and interventions most often are provided in individuals home, workplace, or other community setting. Some persons provided case management services may have both mental health and substance abuse issues. Case management can also involve the families, friends, employers and others in the community who touch the lives of persons admitted to care by the agency. As a person-focused and community-based service this job requires travel in the service area and also some flexibility in work hours and schedule. Interagency collaboration is essential to this position. Both the quality and quantity of services provided are considered in employee performance evaluation. All services must be provided in a manner consistent with agency policies and procedures. A satisfactory case manager typically delivers and accurately documents in excess of five hours of valuable/billable work in an eight-hour workday. Requires documenting services in a manner that is collaborative with the persons served and utilizing agency approved software. Administratively reports directly to the Clinic Director. Assist the Clinic Director in providing community education and consultation.

MINIMUM JOB QUALIFICATIONS:

Applicants must meet the following minimum qualifications to be eligible for the position:

- Bachelor's degree from an accredited college or university, with a major (or the equivalent to a major) in psychology, social work, medicine, nursing rehabilitation, counseling, sociology, human growth and development, physician assistant, gerontology, special education, educational psychology, early childhood education, or early childhood intervention, or a registered nurse.
- Must meet TAC Qualified Mental Health Professional (QMHP) qualifications.
- Must possess good computer skills.
- Minimum of 18 hours graduate coursework in a related field may substitute for the one year of work experience. Maximum substitution is one year.

PREFERRED JOB QUALIFICATIONS:

- Demonstrate ability to read, write and speak English and Spanish.
- Prior working experience with a community mental health center.
- Prior working experience as a case manager.
- Reside in Dimmitt or Zavala Counties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of individual needs/characteristics associated with severe and persistent mental illness.
- Knowledge of community-based service delivery system and the role of case management.
- Knowledge of local community resources, how to access those services and use them effectively.
- Knowledge of the principles, methods, techniques and practices of psychology, behavioral science, social work, chemical dependency, and the functioning of mental health hospitals and clinics.
- Skill with needs assessments, treatment planning and responding to consumer's changing needs.
- Skill with contributing to a treatment team of physicians, nurses, counselors and others.

- Skill for independent, organized, and efficient work and effective verbal and written communication.
- Skill for documenting work done as well as drafting reports and recommendation for administrative use.
- Ability to work cooperatively and effectively with other professional, individuals and groups.
- Ability to exercise tact, show initiative, and use good judgment in dealing with people even in crisis.
- Ability to develop productive and outcome focused relationships with individuals and family members.
- Ability to recognize and overcome interagency obstacles for accessing services for individuals.
- Ability to identify problems/gaps in service.
- Ability to advocate effectively for an individual in the target population.
- Ability to work under conditions requiring physical stamina and ability to work in a stressful environment.

OTHER SPECIAL INFORMATION:

Apply in person at: 315 N. First Ave., Crystal City, Texas, or submit application and resume to:

Camino Real Community Services
ATTN: HRS
P.O. BOX 725, Lytle, TX. 78052

FAX: 830-772-4304

E-MAIL: hollyb@caminorealcs.org
PHONE: 210-357-0359 or 357-0300