
RECRUITMENT ANNOUNCEMENT

Wasatch Mental Health

Provo, UT

Phone: (801) 852-4714

www.wasatch.org

Posting Date: 12/18/2018

Closing Date: Open Until Filled

Full Time Spanish Speaking Case Manager I/II

Provo Family Clinic – Provo, Utah

PCN#: CM06

Excellent Benefits Package Including:

Public Employee Health Plan Medical and Dental Insurance
Employer Provided Health Savings Account Contributions (high deductible plan)
Utah Retirement Systems Retirement (pension & 401K options)
401K or 457 Savings Account with 3.5% Company Match
156 Hours Annually of Paid Leave Accrual
52 Hours Annually of Catastrophic Sick Leave Accrual
11 Paid Holidays Annually
Company Paid Life, Short & Long Term Disability Insurance
Vision Benefits Plan
Annual Merit Pay Increases

Case Manager II Starting Pay Range: \$16.71 – \$22.67 Hourly

*Starting salary may vary based upon directly related job experience

Case Manager I Starting Pay Range: \$15.14 – \$15.67 Hourly

Schedule: Monday-Friday

Hours: 9am-6pm

Case Manager II Minimum Qualifications: Graduation from a college or university with a Bachelor's degree AND Licensed as a Social Service Worker (SSW).

Case Manager I Minimum Qualifications: Graduation from a college or university with a Bachelor's degree in social work, and working towards SSW licensure; OR Graduation with a Bachelor's degree in any field and the applicant has completed coursework required by Division of Occupational and Professional Licensing to apply for SSW licensure per Utah Code 58-60-205: 1. Social welfare policy; 2. Human growth and development; and 3. Social work practice and methods, and working towards SSW licensure.

ADDITIONAL REQUIREMENTS: You must include a copy of your state license (SSW), school transcripts, and diploma with your application as required for position. Employment at Wasatch Mental Health is contingent on successful completion of a drug screen, motor vehicle record review and criminal background check. This position requires a National Provider Identifier (NPI) as outlined by Medicaid and Medicare and application must be completed prior to start of employment. **After hire you must complete and receive a Criminal Background Clearance (BCI) from Utah State Office of Licensing.**

Please go to www.wasatch.org. Complete and submit WMH application on-line. (Please note: Resumes will not be accepted without a completed WMH application.)

Wasatch Mental Health



JOB DESCRIPTION

JOB TITLE:	Case Manager I	FLSA:	Non-Exempt
DEPARTMENT:	Center-wide	EFFECTIVE DATE:	12/2016
DIVISION:	Center-wide	LAST REVISED:	12/2016

GENERAL PURPOSE

Performs a variety of **entry level professional** duties as needed to provide on-going case management services to chronically mentally ill adults, adolescents, and/or children.

SUPERVISION RECEIVED:

Works under general supervision of a Case Manager Supervisor and/or a Program Manager.

SUPERVISION EXERCISED:

None

ESSENTIAL FUNCTIONS:

Case Management: Provides case management services; assists clients in achieving their personal goals by assessing the client strengths, resources and needs; performs needs or "functional family" assessment related to legal, medical, housing, dental, financial, educational, vocational, mental health, and substance needs; coordinates case management efforts with family members; may coordinate case management efforts with landlords; may act as legal guardian for youth clients and coordinates legal services; coordinates school placement for youth-in-custody.

Develops and implements individualized service plan(s) and behavior contracts for each client based upon their strengths and needs; performs crisis intervention, coordinating with crisis workers, hospital liaison, doctors, nurses, etc., as needed to stabilize critical circumstances.

Monitors the client's service plan to ensure needs are being met; coordinates services provided to the client, i.e., DCFS/CPS and related agencies; attends and participates in staff meetings.

Monitors client behaviors and reaction to medications as needed to avoid adverse side affects; receives medical instruction from nursing staff; conducts wellness checks to keep apprised of client status and monitor risks and threats to health and safety.

Assists clients in the preparation and processing of application and documents affecting financial entitlements by linking the client with funding agencies such as the Social Security Administration, Social Services, Veterans Administration, etc.

Monitors the client's progress in obtaining financial entitlement and assists the client in advocating for his/her own needs.

Maintains complete, legible and up to date case management files on each assigned client. Completes assigned paper work in a timely manner.

Serves as advocate in court hearings, participates in treatment team and staff meetings and/or consultation meetings.

Monitors the client's finances, links the client with public utilities, services, etc., and advocates in behalf of the client with creditors, merchants, banks, legal system, etc.

Performs general organization and transport of program participants; performs client related adjunctive services; teaches hygiene and social independent living skills; maintains time sheets, orders and purchases supplies for various programs.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

- A. Graduation from a college or university with a bachelor degree in social work, and working towards SSW licensure;

OR

- B. Graduation with a Bachelor's degree in any field and the applicant has completed coursework required by Division of Occupational and Professional Licensing to apply for SSW licensure per Utah Code 58-60-205: 1. Social welfare policy, 2. Human growth and development and 3. Social work practice and methods, and working towards SSW licensure;

2. Required Knowledge, Skills, and Abilities:

Working knowledge of special education classifications and disabilities, behavior disorders; legal environment related to client rights and confidentiality; therapeutic techniques and theories; appropriate solving skills and procedures; psychiatric social work concepts, values and fundamentals; resources available for linking of client needs; psychotropic medications; how to write and implement a service plan; how to accurately maintain daily log records of activities; personal computers and various software applications including word processing, spreadsheets, etc.

Ability to assist client's in developing a range of social supports in the community; to advocate for client rights, design instructional curriculum; use emergency medical procedures; communicate well verbally and in written form; assist client's in monitoring their medications; access consumers case management service needs; link client's with funding agencies and service providers; work cooperatively with a variety of agency service providers, parents and significant others; assist client's in getting the services they need to achieve their goals, meet or exceed productivity standard set by the agency.

3. Special Qualifications:

This is a "time limited" position.

Must become SSW licensed by the State of Utah within twenty-four (24) months from the date of hire as a Case Manager I. Failure to obtain the appropriate license within twenty-four (24) months may result in discharge or demotion.

Must possess a valid driver's license.

May be required to have a Food Handlers Permit depending on Program.

4. Work Environment:

Work performed in a clinical setting with appropriate climate controls. Tasks require variety of physical activities, occasionally involving muscular strain, related to walking, standing, stooping, sitting, reaching, hearing, talking and seeing essential to successful completion of typical duties. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, complex instructions, emotional stability, creative problem solving. Elements of hazard uncertainty exist in the normal course of performing duties associated with providing mental health services. Regular local travel required in performing day-to-day duties.

Wasatch Mental Health



JOB DESCRIPTION

JOB TITLE:	Case Manager II	FLSA:	Non-Exempt
DEPARTMENT:	Center-wide	EFFECTIVE DATE:	12/2016
DIVISION:	Center-wide	LAST REVISED:	12/2016

GENERAL PURPOSE:

Performs a variety of **working level professional** duties as needed to provide on-going case management services to chronically mentally ill adults, adolescents, and/or children. May be assigned to advanced or more complex cases or a specialty client resource function, i.e., financial management.

SUPERVISION RECEIVED:

Works under general supervision of a Case Manager Supervisor and/or a Program Manager.

SUPERVISION EXERCISED:

May supervise bachelor's level interns.

ESSENTIAL FUNCTIONS:

Case Management: Provides case management services working in various programs and applying specific client service model(s), i.e., Club House, Bridge Team, AFFC, Crisis Fast Team, DHS/Home, Watch Program, Stride, Vantage Point, Aspire, Giant Steps, Wellness Recovery, etc. at onsite facilities or out-reach visiting; assists clients with individual skills development (ISD's) and achieving their personal goals and to adapt to changing environmental conditions, individual, family, group and community, by assessing the client strengths, resources and needs; performs needs or "functional family" assessment related to legal, medical, housing, dental, financial, educational, vocational, mental health, and substance needs; coordinates case management efforts with family members; may coordinate case management efforts with landlords; may act as legal guardian for youth clients and coordinates legal services; coordinates school placement for youth-in-custody.

Develops and implements individualized service plan(s) and behavior contracts for each client based upon their strengths and needs; performs crisis intervention, coordinating with crisis workers, hospital liaison, doctors, nurses, etc., as needed to stabilize critical circumstances.

Monitors the client's service plan to ensure needs are being met; coordinates services provided to the client, i.e., DCFS/CPS and related agencies; attends and participates in staff meetings; develops lesson plans and objectives including use of electronic media; develops and participates in social and physical activities; responds to crisis situations applying professional training and education.

Monitors client behaviors and reaction to medications as needed to avoid adverse side effects; receives medical instruction from nursing staff; conducts wellness checks to keep apprised of client status and monitor risks and threats to health and safety, reports information to medical and mental health treatment teams.

Assists clients in the preparation and processing of application and documents affecting financial entitlements by linking the client with funding agencies such as the Social Security Administration, Social Services, Veterans Administration, etc.

Monitors the client's progress in obtaining financial entitlement and assists the client in advocating for his/her own needs. Maintains complete, legible and up to date case management files on each assigned client. Completes assigned paper work in a timely manner.

Serves as advocate in court hearings, participates in treatment team and staff meetings and/or consultation meetings.

Monitors the client's finances, links the client with public utilities, services, etc., and advocates in behalf of the client with creditors, merchants, banks, legal system, etc.

Performs general organizational duties, and transports program participants; performs client related adjunctive services; teaches hygiene and social independent living skills; maintains time sheets, orders and purchases supplies for various programs.

Coordinates with outside providers when treatment outside of Wasatch Mental Health is necessary. Approves treatment authorizations, coordinates contracting, monitors treatment plans, and completes chart audits to ensure Medicaid standards are being followed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

A. Graduation from a college or university with a bachelor degree

AND

B. Licensed as a Social Service Worker (SSW)

2. Required Knowledge, Skills, and Abilities:

Working knowledge of legal system, school system and community resources; special education classifications and disabilities, behavior disorders; legal environment related to client rights and confidentiality; therapeutic techniques and theories; appropriate solving skills and procedures; psychiatric social work concepts, values and fundamentals; resources available for linking of client needs; psychotropic medications; how to write and implement a service plan; how to accurately maintain daily log records of activities; personal computers and various software applications including word processing, spreadsheets, etc.

Skill in the application of various approaches to problem-solving and multi-tasking on a daily basis.

Ability to assist client's in developing a range of social supports in the community; to advocate for client rights; design instructional curriculum; use first-aid and emergency medical procedures; communicate well verbally and in written form; assist client's in monitoring their medications; access consumers case management service needs; link client's with funding agencies and service providers; work cooperatively with a variety of agency service providers, parents and significant others; assist client's in getting the services they need to achieve their goals, meet or

exceed productivity standard set by the agency.

3. Special Qualifications:

Must be a licensed Social Service Worker (SSW)

Must possess a valid driver's license.

May be required to have a Food Handlers Permit depending on Program.

4. Work Environment:

Work performed in a clinical setting with appropriate climate controls. Tasks require variety of physical activities, occasionally involving muscular strain, related to walking, standing, stooping, sitting, reaching, hearing, talking and seeing essential to successful completion of typical duties. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, complex instructions, emotional stability, creative problem solving. Elements of hazard uncertainty and considerable stress exist in the normal course of performing duties associated with providing mental health services. Regular local travel required in performing day-to-day duties.