POSITION DESCRIPTION

POSITION TITLE:

Child/Adolescent Mental Health Case Manager

CLASSIFICATION TITLE:

Client Services Provider 4

POSITION LOCATION:

These positions apply to the following outpatient locations:

Winchester Area Mental Health Center
158 Front Royal Road, Suite 200
Winchester, VA  22602

Warren County Mental Health Center
209 West Criser Road, Suite 100
Front Royal, VA  22630

Page County Mental Health Center
23 West Main Street
Luray, VA  22835

Shenandoah County Mental Health Center
441 North Main Street
Woodstock, VA  22664

POSITION UNDER THE SUPERVISION OF:

Children, Youth and Family Services Regional Supervisor/Planner

POSITION SUMMARY:

This position is responsible for managing an assigned caseload of children and adolescents experiencing primarily mental health problems. The incumbent is responsible for assessing client needs, developing, implementing and reviewing service plans, and working with other community resources in meeting/achieving client service needs.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Participates as directed in the screening of new service requests within CYFS by means of and agency approved procedure which ensures that all individuals are adequately and appropriately served according to their individual needs and in accordance with existing Board policies and procedures.

2. Participates in regular interdisciplinary staff meetings held at position location.

3. Accepts newly assigned cases in which a licensed provider has completed the diagnostic intake. Completes case management assessment on all clients and their families entering caseload.
4. Develops appropriate treatment/service plans with clients as the means for implementing appropriate services and developing effective alliances with clients and their families.

5. Provides on-going supportive and/or case management functions in accordance with the problems, needs, and the strategies identified within the service plan in order to help the clients to achieve the stated goals and objectives.

6. Provides ongoing face to face reviews with the client and/or relevant staff on a regular basis to assess the progress made in reaching service goals so that the service plan can be modified as necessary to ensure that the goals and objectives are being achieved.

7. Documents all service contacts on a timely basis including face-to-face interviews, collateral and networking contacts, correspondence and maintains the case records in accordance with agency and regulatory standards and requirements.

8. Participates in interagency planning and service coordination activities as directed to improve and enhance service continuity and effectiveness for clients and their families.

9. Meets regularly with the immediate supervisor as a means of enhancing professional growth, reviewing and processing the provision of case management services, and dealing with appropriate administrative issues.

10. Maintains close communication with the consulting psychiatrist for input regarding medication compliance, side effects of medication, and medication changes and alerts identified staff of any changes in client adjustment which might suggest decompensation and a need for more aggressive intervention.

11. Maintains service logs and turns them in on a weekly basis so that staff and client service information can be reviewed by supervisors and management personnel and can be reported to local and state funding sources to determine if performance contract levels of service have been achieved and/or maintained.

12. Performs other duties as assigned by the supervisor, which are consistent with the position and in compliance with agency policies and procedures.

**ESSENTIAL KNOWLEDGE AND ABILITIES:**

**Knowledge:**

Considerable knowledge of human behavior and development, especially youth and adolescents; of mental illness, substance abuse/addiction, family dynamics and related treatment modalities, interventions and techniques; of different types of assessments and their uses in treatment planning; and of other relevant youth services agencies and referral systems.
Abilities:

Demonstrated ability to interview and assess child, adolescent and family service needs, using appropriate assessment tools; to develop effective service plans and strategies to meet identified needs; to work effectively with community resources in coordinating services for youth and their families; to work closely and effectively with clients and their families, and other professionals; to gather and document necessary client information, write reports and maintain client records; to effectively communicate both verbally and in writing, and to maintain confidentiality according to all relevant regulations and agency requirements.

Qualifications:

A bachelor’s degree earned from an accredited college or university in a related human services field required with experience working with youth and their families and status of QMHP. Must be able to provide own transportation as necessary to perform job duties.

SALARY RANGE:

Level 4F

FLSA STATUS:

Exempt

VERIFICATION OF ACCEPTANCE OF POSITION RESPONSIBILITIES:

This is to certify that I have read the above position description and accept the duties and responsibilities required of this position.

_____________________________________  ______________________________
Employee’s Signature      Date

_____________________________________  ______________________________
CYFS Supervisor’s Signature                Date

_____________________________________  ______________________________
Chief Executive Officer’s Signature    Date

Revised: September 2015

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