



Juneau Alliance for Mental Health, Inc.

## JOB DESCRIPTION

**POSITION TITLE:** Clinician II/Case Manager Supervisor

**DEPARTMENT:** Rehabilitation/Case management

**SUPERVISOR:** Clinical Director

**DATE:** 03/10/10

**Description:** Under direction of the Clinical Director the Clinician II/Case Manager provides a combination of clinical and case management services and supervision of case management and clinical staff

50%	<b>Clinical/Case Management Services:</b> This position provides direct client care for persons on an assigned caseload such as accessing and coordinating services along with skills development the majority of the time. This takes place either in the office or in the community
10%	<b>Clinical Assessment:</b> This position conducts clinical assessment updates of clients in Rehabilitation Services
10%	<b>Case Management Supervision:</b> Provides direct 1:1 supervision for Case Managers working in Rehabilitation Services
10%	<b>Clinician Supervision:</b> Provides direct 1:1 supervision to LCSW track clinicians
20%	<b>Administrative:</b> Completes clinical documentation as required by Medicaid and the state. Attends agency and community, and other meetings, required by Supervisor.

### Duties:

1. Perform clinical assessment updates, functional/psychosocial assessments, diagnostic evaluations and formulate recommendations for appropriate mental health, or other, necessary services.
2. Carry a case load and insure adequate support toward recovery, maintenance in the community, psychosocial development and skills education.
3. Provide services in an empathic, hopeful and welcoming manner, ensuring that there is truly "No Wrong Door" for service recipients with co-occurring disorders.
4. Develop individualized treatment plans with each client to further develop their ability to live independently in the community.
5. Complete all clinical documentation in accordance with state, federal & agency requirements including treatment plans, treatment reviews, functional assessments, and progress notes. Complete all within timelines set by JAMHI.
6. Prepare and maintain all necessary treatment documents for the court and case record

7. Act as behavioral health professional on treatment teams for assigned cases.
8. Provide expert testimony as necessary in court for legal proceedings.
9. Provide interagency and community consultation and education as needed.
10. Support and facilitate symptom management including education, skill building, support systems, crisis intervention, de-escalation and help with medication monitoring.
11. Support and facilitate the development of living skills that will aid independent housing placement in the community including meal preparation, financial management including entitlements, maintenance of a clean, orderly person and living environment.
12. Support and facilitate the psychosocial development of clients including social, intellectual and behavioral skill building.
13. Coordinate with other service providers where necessary to facilitate treatment goals: including, but not limited to, physicians, GHS, Bartlett Regional Hospital, SEARHC, REACH, vocational rehabilitation, LCCC, court orders and Probation, etc.
14. Attend all treatment team meetings and other required meetings and trainings.
15. Provide direct one on one supervision of Case Managers in the Rehabilitation Services Team and Licensure-track MSWs.
16. This position requires obtaining Allied Professional Health Professional privileges at Bartlett Regional Hospital to provide support to JAMHI Emergency Services Team.
17. Other duties as assigned.

#### **POSITION QUALIFICATIONS:**

1. Required LCSW credential and expected continuation of licensure.
2. Supervisory experience required.
3. Chemical Dependency experience and credentials preferred.
4. Ability to pass a criminal background check in accordance with the current state regulation requirements.
5. Good writing, computer and communications skills.
6. Ability to provide and maintain a professional relationship with individual clients and their families, which allows for mutual respect, consistency and empathy in all interactions, and appropriate ethical and relational limits and boundaries.
7. Must have valid Alaska driver's license and be able to clear the JAMHI auto insurance screening through the independent insurance carrier and/or if driving own vehicle the minimum state liability coverage is required.

#### **POLICIES AND PROCEDURES:**

1. Attendance/Punctuality
  - a. Demonstrates reliable work attendance.
  - b. Consistently arrives, ready to work, at appointed time.

- c. Consistently complies with break and meal schedules.
  - d. Consistently notifies Administrator of illness within the appropriate time frames.
  - e. Accepts a fair share of unscheduled work when warranted by increased workload.
2. Confidentiality/Ethics
- a. Protects patient privacy when providing care.
  - b. Protects information of a confidential nature.
  - c. Assures appropriate physical and psychosocial support of client/family in crisis.
  - d. Considers client's values, lifestyle, and/or spiritual needs.
  - e. Intervenes as clients advocate when appropriate.
  - f. Demonstrates knowledge of Client's Rights/Responsibilities.
3. Guest/Employee Relations/Appearance
- a. Interacts courteously with client/family/visitors, including explaining role.
  - b. Participates in identification of problems at JAMHI and contributes to group problem solving.
  - c. Utilizes appropriate channels of communication for conflict resolution.
  - d. Promotes harmonious relationships and favorable attitudes among work team.
  - e. Gives and accepts feedback in a constructive manner.
  - f. Wears appropriate, clean attire and maintains good personal hygiene.
  - g. Attire does not interfere with the safe delivery of care.
4. Safety
- a. Knows location and use of emergency equipment (fire alarms, extinguishers, etc.)
  - b. Knows correct procedure to report a fire or emergency.
  - c. Demonstrates knowledge of Disaster Plan.
  - d. Maintains on file a current emergency phone contact for use in disasters.
  - e. Participates in emergency drills.
  - f. Identifies and reports any unsafe conditions in a timely manner.
  - g. Contributes to JAMHI's tidiness and readiness for emergency response.
5. Continuing Education
- a. Responds positively when learning needs are identified.
  - b. Attends mandatory in-service programs.

**Reports to: Clinical Director**

**Workers Supervised:**

**REVIEWED BY:**

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Clinician II/ Case Manager Sup.

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Date

\_\_\_\_\_  
Clinical Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date