

	Job Title:	Case Manager
	Classification:	Non-Exempt
	Original Effective Date:	08/01/2023
	Revision Dates:	
	Job Code:	# BH10.NY

- I. **SUMMARY/OBJECTIVE:** Provide excellent and quality behavioral health care to patients in the assigned work facility in accordance with the Company’s policies and procedures, established behavioral health standards, and applicable scope of practice limitations.
- II. **REPORTS TO:** Behavioral Health Supervisor and, administratively, to the Health Services Administrator.
- III. **SUPERVISES:** Peer Recovery Support Specialists.
- IV. **QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:**
 - i. Proof of a valid behavioral health license from the state of your assigned facility.
 - ii. Bachelor’s Degree in Social Work, Psychology, Counseling, or other related Human Services degree with a concentration in mental health course work, or currently pursuing a degree in related area preferred.
 - iii. Minimum one (1) year clinical experience preferred.
- V. **COMPETENCY REQUIREMENTS:**
 - i. Effective communication skills, both written and verbal.
 - ii. Knowledge and skills related to evidence-based treatment modalities and cultural competency and care.
 - iii. Ability to collaborate effectively as part of an interdisciplinary team.
 - iv. Ability to use an electronic medical record.
- VI. **DUTIES AND RESPONSIBILITIES (* indicates an essential function):**

This job description is not designed to cover or contain a comprehensive listing of duties, responsibilities, or activities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. You may be asked by your supervisor or manager to perform other duties.

- i. * Responsible for the clinical monitoring, coordination, and implementation of the behavioral health program in accordance with Company policies and procedures.
- ii. * Actively assists with the detection and prevention of patient suicide by reporting concerns to supervisory staff.
- iii. * Assists in the coordination of the admission and placement of patients in forensic and community Behavioral Health facilities. Initiates the required paperwork for the patient admissions.
- iv. * Documents clinical services provided in the electronic medical record in a complete, accurate, and timely manner.
- v. * Monitors patients responses to interventions and reports any concerns to supervisory staff.
- vi. * Completes segregation rounds and reports any concerns to supervisory staff.
- vii. * Develops group therapy topics/interventions and facilitates mental health groups, where applicable.
- viii. * Assists patients, particularly those identified as seriously mentally ill, in developing a discharge plan to continue therapeutic services in the community.
- ix. * Coordinates with community providers to assist inmates/patients in identifying resources that are available to them post release.
- x. Obtains releases for previous treatment providers.
- xi. Serves as a member of various committees within the medical unit and facility, as necessary.
- xii. Participates in all in-service education programs according to the annual in-service calendar.
- xiii. Maintains confidentiality at all times.
- xiv. Perform all other duties as assigned or delegated by management.

VII. POSITION REQUIREMENTS:

Individuals with disabilities which make them unable to meet the physical requirements or perform the duties and responsibilities as listed above will still be considered fully qualified if they can perform the essential functions of the job with a reasonable accommodation.

- i. * Flexibility in work schedule is required as is temporary flexibility in work location(s).
- ii. Must be able to push/pull/lift a minimum of twenty-five (25) pounds.
- iii. Must be able to timely respond to emergency situations throughout the correctional facility and be able to perform lifesaving measures, such as CPR, on patients in either a standing, kneeling, or bent position for at least twenty (20) minutes.
- iv. Prolonged periods of standing and/or walking.
- v. Prolonged periods of sitting at a desk and working at a computer.

VIII. **EMPLOYER'S RIGHTS:** This job description is not a contract for employment and either you or Company may terminate employment at any time, for any reason.

I have received and read the job description and understand the scope of the duties and responsibilities.

Employee's Printed Name

Employee's Signature

Date