

BHRS Case Manager II

OVERALL OBJECTIVE OF JOB

The incumbent of this position is responsible for the coordination and monitoring of the Wraparound services in Mercer County and will serve as the county designee to Wraparound providers serving Mercer County children. This includes attending and participating in inter-agency treatment team meetings. This position will provide technical assistance, consultation, and education regarding Wraparound services to other departmental staff and community agencies. Position will monitor those services being provided to assure that they are being rendered in an appropriate fashion. Case Manager will assist consumers in accessing appropriate services by evaluating their need for treatment and referring to recommended levels of care. BHRS services are delivered within appropriate environments including, but not limited to the Central Intake Unit, school, treatment setting, hospital and home.

ESSENTIAL FUNCTIONS OF JOB

- Incumbent of this position will become knowledgeable of the Mercer County human service system.
- Position will be responsible for completion of a comprehensive assessment of the consumer's current status within identified life domains. Based upon a consumer's strengths, needs, interests, and standardized placement criteria a recommendation for treatment services will be developed and reviewed per departmental policy with the assessment team, consumer, and other appropriate persons.
- Position will attend and oversee relevant meetings regarding BHRS services and will promote an environment of cooperation between agencies and the Mercer County Behavioral Health Commission, Inc. In addition, position will strive to enhance the ability of the system to create non-traditional services and innovative programming.
- Must be knowledgeable regarding regulations and bulletins that govern BHRS services. Developing and promoting initiatives for the implementation of these regulations with existing community programs.
- Position will be responsible to assist with program planning through the evaluation of objectives and advising on problems related to the coordination of services for children and adolescents receiving BHRS services.
- Position will ensure that consumers are informed of organizational grievance and appeal procedures.
- Position will be knowledgeable of funding resources and billing procedures within the organization and provider network.

- Position will assist consumers during crisis situations and will participate in the agency's crisis intervention services, including daytime and after-hours crisis and delegate rotations.
- Position will serve as a referral agent and information resource for the organization and community.
- Position will prepare reports, keep accurate records, generate statistics and necessary correspondence as determined to be essential for the proper planning of BHRS as requested by administration.
- Will be responsible to assure timely and accurate reporting, records, and program compliance related to service delivery including client files, Clinician's Desktop reporting, and any other reports and/or records.
- Position will work cooperatively with all public and private agencies including, but not limited to, Mercer County behavioral health providers, state institutions and agencies, residential programs, educational providers, community resources, and natural supports.
- Will attend assessment team meetings, coordination and service planning meetings, as well as, trainings, staff meetings and supervision activities, as required.
- Position will act as backup to daytime emergency staff and provide intervention service on an as needed basis.
- Position will provide service outcome data through regular communication and correspondence with provider agencies to ensure quality service for each consumer.
- Position will be responsible to spend a minimum of 60% of daily work activities engaged in direct case management functions including intake and collateral duties.

OTHER DUTIES OF THE JOB

- Attends meetings, training and staffing as required.
- The incumbent of this position encounters confidential information regarding consumers and must maintain strict confidentiality as defined by state and federal regulations and agency policy.
- Position will require participation and active involvement in departmental functions to support organizational philosophies and mission.
- Position will participate in Quality Assurance activities as required to ensure program compliance and quality of service delivery.
- Performs other job-related duties and case management and support services as required.

Qualified candidate must have at minimum a bachelor's degree in a behavioral health or other human service related field. PA Child Abuse, PA Criminal Record and Federal FBI Clearances will be required. Competitive salary with excellent fringe benefits provided, commensurate with experience and education of the candidate.

Excellent wage and fringe benefits offered.

Interested candidates may pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550 or you may download the application on our website.

Applications must be received at this office by Friday, October 13, 2017.

Send to: ATTN: Karen Myers, Personnel
Mercer County Behavioral Health Commission, Inc.
8406 Sharon-Mercer Road
Mercer, PA 16137

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