



MENTAL ILLNESS CASE MANAGER

SCOPE OF WORK:

Work involves the management of a caseload of clients, generally those with mental illness.

DUTIES PERFORMED AT ALL LEVELS:

- Develop and maintain case records.
- Advocate for clients.
- Develop and maintain contact with provider organizations and agencies.
- Provide family and individual counseling and education.
- Provide follow-up and aftercare to patients discharged from an in-patient facility.
- Attend and participate in staff meetings.
- Attend training as required to maintain licensure.
- Manage crisis situations.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MENTAL ILLNESS CASE MANAGER I

4080

GRADE J

LEVEL DEFINITION:

Work performed at the different levels of this class primarily differs in the latitude given the individual assigned and also the complexity of the client's illness.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Conduct intake evaluations of clients and review them with the treatment team.
- Conduct appropriate therapies with the individual.
- Access supervision and consultation as appropriate.
- Monitor and document medication compliance.
- Assist in assessment and treatment planning.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in social work, psychology, counseling, nursing, occupational therapy, vocational rehabilitation, therapeutic recreation, or human resource management (human service track).

MENTAL ILLNESS CASE MANAGER II
GRADE K

4081

LEVEL DEFINITION:

Work performed at the different levels of this class primarily differs in the latitude given the individual assigned and also the complexity of the client's illness.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Conduct intake evaluation; complete admission summary for those clients assigned.
- Develop, implement, and evaluate treatment plans.
- Provide case management for assigned clients.
- Provide individual and family therapy for assigned clients.
- Provide consultation to both internal and external service providers.
- Evaluate client's ability to function independently.
- Provide case findings on program dropouts.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in social work, psychology, counseling, nursing, occupational therapy, vocational rehabilitation, therapeutic recreation, or human resource management (human service track), and two years of experience working with special population groups in a direct care setting. Or a master's degree in one of the fields listed.

Eff. Date: 12/83

Rev: 6/87 – Revised minimum qualifications

Rev: 2/88 – Added entry level to series

Rev: 6/88 – Revised minimum qualifications

Rev: 4/91 – Changed title

Rev: 2/93 – Revised minimum qualifications

Rev: 5/94 – Revised minimum qualifications; rewritten into new format

Rev: 2/03 – Revised minimum qualifications

Rev: 9/03 – Revised minimum qualifications

Rev: 7/12 – Conversion to Hay System