



PUTNAM FAMILY & COMMUNITY SERVICES

Job Description

Care Manager for Senior Partnership Team

Position Summary

The Care Manager is responsible for coordinating services and supports for individuals enrolled in mobile mental health team treating adults 55+, to encourage successful integration into and maintenance in the community.

Responsibilities:

- Meets productivity standards
- Assesses client's success and satisfaction in the environments of living, learning, working and socialization;
- Implements and coordinates the service plan in conjunction with the client and involved supports;
- Advocates for and assists clients in gaining access to entitlements and benefits, health and human services, including preparation and coordination of applications;
- Assumes full responsibility for caseload of individuals including all charting and paperwork responsibilities associated with cases;
- Responsible for crisis coverage of caseload when indicated;
- Provides outreach in the community via home visits to engage clients and link to services;
- Identifies and advocates for improvements in the services that our clients receive;
- Participates in care coordination and other inter-disciplinary team meetings for case reviews, exchange of information and supervision;
- Compiles, reports and maintains records in an accurate and timely manner in accordance with appropriate requirements;

In addition, the below responsibilities may be required of the position:

- Assists with agency and after hours crisis intervention and assessment;

General responsibilities:

- Attends workshops, conferences and staff development training seminars on current practices as directed by the Executive Director or supervisor to acquire continuing education in the appropriate field; implements what has been learned;
- Maintains cooperative relationships with all referents and community resources
- Undertakes related duties as assigned;



Administrative Relationships:

The Care Manager reports directly to the Program Director, Program Coordinator, Supervisor or designee as assigned and works collaboratively with other staff. If peer, participates in peer support supervision group as directed.

Qualifications:

Bachelor's Degree preferred, high school diploma is required. Relevant field experience providing direct services to the medically underserved or in the behavioral health field preferred. Peer advocacy training preferred.

Applicants with lived experience in navigating mental health/substance abuse services and the ability to model principles of recovery and wellness are strongly encouraged to apply.

Applicant must be able to draw on his/her own personal experience while being able to transcend own personal events to articulate the experience of the served individual.

Applicant must have excellent computer, verbal and written skills.

Valid driver's license, insurability through agency's insurance and use of own car required.

Must be able to travel in the community and access clients in their own homes.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate. The employee is frequently required to stand; walk; and operate and reach with hands and arms. The employee must frequently lift and/or move up to 5 pounds.

Job Description Acknowledgement Form:

I have received, reviewed and fully understand the job description above for position of Care Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.



Employee Name _____ Date _____

Employee Signature _____

Supervisor Name _____ Date _____

Supervisor Signature _____