**JOB DESCRIPTION –**

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| Position Title | Targeted Case Manager |
| Department | **Clinical** |
| Reports To | **Clinical Director** |
| Exemption Status | **Contracted** |
| Primary Location | **Isaiah House** |
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**STATEMENT**

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| We are confident that you will find our organization a dynamic and rewarding place to work, and we look forward to a productive and successful association. We consider our staff to be our most valuable resource. It is our desire that Isaiah House, Inc. and all its entities be a 5-Star Organization. Employees must accept certain responsibilities, ownership, and give loyal and efficient service to the organization and its programs. Our employees exhibit a high degree of professionalism and personal integrity. |

**JOB DESCRIPTION**

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| * Assisting the client in gaining access to needed medical, social, educational, or other needed services and supports, including:   (a) Assessment of the client’s medical, social, and functional status and identification of the client’s strengths and needs;  (b) Arranging for service delivery from the client’s chosen provider to ensure access to required services;  (c) Facilitating access to needed services by explaining the need and importance of services in relation to the client’s condition;        (d) Facilitating access, quality, and delivery of necessary services; and  (e) Preparation and maintenance of case record documentation to include care plans, forms, reports, and narratives as appropriate.   * Responsible for conducting a comprehensive assessment and a periodic reassessment of an individual’s strengths and needs; and * Responsible for assisting an individual to gain access to identified medical, social, educational, and other service needs. * Perform duties to include the minimum service provision listed below:   (a) For **SUD** the unit of service shall be one (1) month; and  (b) Consist of a minimum of four (4) service contacts including:  1. At least two (2) face-to-face contacts with the recipient; and  2. Two (2) additional contacts which may be by telephone or face-to-face with, or on behalf of,  the recipient.  (a) For **co-ccurring**, a unit of service shall be one (1) month; and  (b) Consist of a minimum of five (5) service contacts including:  1. At least three (3) face-to-face contacts with the recipient (may include parent/legal  guardian for individuals under age 21); and  2. Two (2) additional contacts which may be by telephone or face-to-face with, or on behalf of,  the recipient.  Additional Responsibilities:   * Attend weekly staff/client meetings. * Attend all meetings/trainings that your supervisor(s) feel is essential for case managers to attend. * Assist with the decision of home, off and on-site visits. * Communicate effectively with all staff via daily briefing/debriefing, as well as staff feeds. * Ensure proper documentation in client’s e-case file. * Attain updates to maintain current client reports. * Assist in maintaining current e-case mgmt. folder (checklists, court orders, etc) * Thoroughly understand and explain Isaiah House Policy and Procedure/HIPAA * Assist clinical and case team with the scheduled family education component. * Provide coverage in other areas of case management when deemed necessary by Clinical Director. |

**QUALIFICATIONS**

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| * Bachelor of arts or science degree in a behavioral science; * Have at least one (1) year of full-time employment experience working directly with adults in a human service setting after completing the educational requirements. * Successfully complete a department approved targeted case management training within six (6) months of employment as a targeted case manager. * Ability to work in a fast paced, dynamic environment. * Valid Kentucky driver’s license.   Training and Supervision Requirements:   * Successfully complete department approved continuing education requirements every three (3) years thereafter. * Individual face-to-face supervision which shall be provided at least monthly for at least one (1) year by a behavioral health professional who has completed the targeted case management training approved by the department; and * Group supervision which shall be provided at least monthly for the duration of employment as a targeted case manager. * The supervisor of a targeted case manager shall maintain documentation of the supervision. * Targeted case managers who are serving an individual with an SED, SMI, or SUD and a co-occurring chronic or complex physical health condition shall have:         (a) Individual supervision which shall be provided at least three (3) times per month, with at least two (2) of these supervisory contacts on an individual face-to-face basis, for at least three (3) years by a behavioral health professional who has completed the targeted case management training approved by the department; and        (b) Group supervision which shall be provided at least monthly for the duration of employment as a targeted case manager. |

**RESIGNATION NOTICE**

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**ACKNOWLEDGMENT**

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| ***I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I acknowledge that I may be assigned further duties not listed herein.*** |

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**EMPLOYEE SIGNATURE DATE**

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**HUMAN RESOURCE SIGNATURE DATE**

**MANAGEMENT APPROVAL AND REVIEW**

| VERSION HISTORY | | | | | | |
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| VERSION | REVISION DATE | APPROVED BY | APPROVED DATE | IMPLEMENTATION DATE | DESCRIPTION OF CHANGE | AUTHOR |
| V1 | N/A |  |  |  |  | Melissa Howard |
| V2 | N/A |  |  |  |  |  |
| V3 | 4/15/2019 |  |  |  | New Format | Erin Schaeffer, Compliance |