

Part-time Case Manager II – Early Intervention

This is a part-time position working up to 18.75 hours per week within the case management department of the Mercer County Behavioral Health Commission, Inc.

Note: Please refer to qualifications required for this position.

OVERALL OBJECTIVE OF JOB

This position is responsible for providing service coordination and advocacy services to a targeted population of infants, toddlers, and children with identified developmental delays. Service Coordinators will serve as the single point of contact in helping families access appropriate supports and services for their child. A Service Coordinator assists families in linking, coordinating, and monitoring needed resources, supports, and services to ensure that the provision of early intervention services meets early intervention regulations.

ESSENTIAL FUNCTIONS OF JOB

- Delivers service coordination services to assigned caseload within appropriate natural environments and other environments deemed appropriate by the IFSP team.
- Opens new consumers referred for service coordination services and assigned to caseload.
- Coordinates the performance of initial and ongoing evaluations and assessments.
- Refers at-risk children to the tracking system and performs tracking duties.
- Facilitates and participates in the development, implementation, review and evaluation of the IFSP.
- Assists the family in gaining access to the early intervention services and non-early intervention services listed on the IFSP.
- Facilitates the timely delivery of early intervention services.
- Assists the family in identifying available service providers and facilitating communication with and between family and the service provider.

- Coordinates and monitors the delivery of early intervention services and supports to ensure appropriateness and quality in relation to the identified consumer needs, as well as, the consumer's health and safety, through regular contact and communication with consumers, family members, provider agencies, and other involved individuals.
- Offers the family opportunities and supports for the consumer to be aware of and to participate in community activities with other children and informs the family of the availability of advocacy services.
- Assists the family in arranging medical and health services, if the services are necessary in coordinating the provision of early intervention services and other services that the consumer needs or is being provided.
- Ensures that consumers are informed of their individual rights and of organizational and regulatory grievance and appeal procedures.
- Assists consumers and families during crisis situations and participates in the agency's crisis intervention services, including the after-hours crisis service.
- Maintains minimum face-to-face contact with assigned consumers as required by programmatic regulations and requirements or as directed by administration and management.
- Completes timely and accurate reporting and record keeping related to service delivery as required by programmatic requirements including creating, updating, and maintaining client files and inputting data/service entries.
- Participates in the department's time allocation project and achieve/maintain expectations related to Total Time Recorded of Hours Worked and Direct Service Percentage of Hours Recorded.
- Works cooperatively with all public and private agencies.
- Facilitates the development of a transition plan as part of the IFSP and attends meetings related to transition.
- Encounters confidential information and is responsible for adhering to all agency confidentiality policies, and must maintain strict consumer confidentiality as defined by state and federal law.

QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE

- A bachelor's degree which includes 12 college credits in early intervention, early childhood special education, early childhood education, child development, special education, family counseling, family studies, social welfare, psychology or other comparable social science and 1 year of full-time experience working with or providing counseling to children, families or individuals with disabilities.
- Must possess a valid driver's license and access to reliable transportation.
- Must possess PA Child Abuse, PA Criminal Record and Federal FBI clearances.

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

Applications must be received at this office by Friday, April 20, 2018.

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

Affirmative Action/Equal Opportunity Employer