

D&A Case Coordinator

This is a full-time position within the case management department of the Mercer County Behavioral Health Commission, Inc.

OVERALL OBJECTIVE OF JOB

This position is responsible for providing case management and advocacy services to an assigned caseload of individuals with substance abuse needs. A case manager assists consumers in accessing, linking, coordinating, and monitoring needed resources, supports, and services to ensure the consumer's health and safety and promote independence of functioning. This position will assist consumers in accessing appropriate services by evaluating their need for treatment and referral to recommended levels of care.

ESSENTIAL FUNCTIONS OF JOB

- Delivers case management services to assigned caseload within appropriate environments including but not limited to: home, community, educational, and treatment/program settings, utilizing a strengths-based approach.
- Opens new consumers referred for case management services and assigned to caseload.
- Develops individual service plans based upon a comprehensive assessment of the consumer's strengths, needs, and functioning within various life domains.
- Refers and establishes consumers with needed services and supports utilizing available community-based resources.
- Coordinates necessary programs and services for consumers within the organization, within the provider network, with other human service agencies, and/or with other community supports.
- Monitors existing 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.
- 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.
- 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.
- Will participate in the department's time allocation project and achieve/maintain expectations related to productivity and average daily units produced.

- Will work cooperatively with all public and private agencies including mental health providers, state institutions and agencies, drug and alcohol treatment providers, residential programs, educational providers, community resources, and natural supports.
- Will attend coordination, service planning, and admission/discharge planning meetings in relation to assigned consumers.
- Incumbent of this position will become knowledgeable of the Mercer County Human Services System.
- Position must possess interviewing skills to facilitate the completion of a comprehensive intake of the consumer's current status. Based upon a consumer's strengths, needs, & interests a recommendation for treatment services will be done.
- Position will be responsible for completion of a comprehensive assessment of the consumer's current status within identified life domains. Based upon the consumer's strengths, needs, & interests, a recommendation for treatment services will be developed.
- Position will be knowledgeable of financial resources and billing procedures within the organization and Provider network.
- Position will track and complete non-treatment needs assessments as required by DDAP.

OTHER DUTIES OF THE JOB

- Participates in departmental functions to support organizational philosophies and mission.
- Participates in Quality Assurance activities as required to ensure program compliance with State/Federal regulations and to promote and enhance the quality of program service delivery.
- Attends agency related meetings as required.
- Will attend and complete mandated trainings and those trainings assigned by their immediate supervisor related to job responsibilities and functions.
- Performs other job-related duties and support services as required and assigned.
- Incumbent of this position will encounter 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.

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

Interested candidates may download the application, 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, March 24, 2017.

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

karen.myers@mercercountybhc.org

Affirmative Action/Equal Opportunity Employer