

# MONTCALM CARE NETWORK

## Care Specialist (Master's Degree)

**Pay Range:** \$48,000 - \$64,000, less than full license  
\$52,000 - \$69,000, full license

**Salary:** Exempt

### General Summary

Under the supervision of the Community Services Manager, responsibility for providing integrated care management to persons with severe, persistent mental illness and developmental disabilities. This includes assessment, linking and coordinating, advocacy, monitoring, and collaboration with other health care professionals, health coaching and the teaching of self-management skills. Services are provided in a community setting. Promotes mental health recovery, wellness, and full participation within the community for consumers in a manner where practice is trauma informed, co-occurring capable, person/family centered and integrated with other health care providers.

I have read my job description and understand the essential functions.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Essential Functions

1. Develops in coordination with a team of care providers, a person centered plan for each assigned client.
2. Completes a psychosocial assessment of consumer needs addressing mental health, substance use, economic, education, employment, safety, health, community and natural support systems.
3. Monitors implementation of the person centered plan for each assigned client. This includes providing at least quarterly follow-up and monitoring services related to plan goals, objectives, and planned interventions and completing required assessments, periodic reviews, and status reports.
4. Coordinates services among all involved agency personnel, natural supports, and community providers as defined by the established supports or treatment plan.
5. Coordinates supportive services in the area of housing, legal, clothing, medical/psychological care, social security, utilities, education, transportation, employment, and recreation for clients.
6. Establishes crisis plans and responds to client requests for mental health coaching or emergency counseling by phone or face to face as determined by the person/family centered plan.
7. Teaches and enhances the skills sets of consumers in the management of mental illness symptomology, behavioral dysregulation, and chronic disease process to promote wellness and recovery. Utilizes health coaching and motivational strategies.

8. Teaches and enhances the supportive skills set and knowledge base of family, support systems, and community in order to maximize the wellness, recovery, and independence of individual consumers.
9. Provides therapeutic, counseling interventions utilizing various treatment modalities to address behaviors, barriers, or to enhance motivation relative to recovery and achievement of health and wellness goals.
10. Enhances community understanding and acceptance of mentally ill or developmentally disabled individuals, as well as existing services through community presentations to civic and community agencies and other interested groups.
11. Maintains complete and detailed case records consistent with Department of Mental Health standards, agency procedures, and requirements of third party funding sources.
12. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Department of Mental Health and the Montcalm Care Network's policies and procedures.
13. Complies with recipient rights reporting requirements established by the Mental Health Code and procedures of the Montcalm Care Network's Board.
14. Participates in the open access system to perform initial assessments and eligibility determinations for person seeking community mental health services.
15. Serves as part of an emergency services team providing 24-hour crisis intervention to Montcalm County residents.
16. Participate in a minimum of 16 hours of annual training relevant to population served.
17. This position will be knowledgeable about and actively support: 1) culturally competent recovery based practices; 2) person centered planning as a shared decision making process with the individual, who defines his/her life goals and is assisted in developing a unique path toward those goals; and, 3) a trauma informed culture of safety to aid consumers in the recovery process.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

**Education:** Possession of a Master's Degree in Social Work, Sociology, Psychology or a related social services field.

**Experience:** One year of professional experience in a mental health agency. May need experience in a specialty population children with SED, persons with DD, adults with SMI, the elderly, persons with co-occurring substance use disorders or complex medical conditions.

**Other Requirements:** Licensure or limited licensure as a Social Worker, Counselor, Limited

License Psychologist by the State of Michigan. Must be a qualified mental health or mental retardation professional or supervised by an individual with these credentials.

Possession of a valid State of Michigan driver's license and a chauffeur's license.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to operate an automobile.
- Walks over uneven terrain and climbs stairs to access clients at various locations throughout the area.
- Bends and stoops to access files to place and retrieve documents.
- Ability to enter and retrieve data in a computer.

**Working Conditions:** Stressful conditions are regularly encountered. These include interactions with mental health consumers and with citizens, community representatives, staff and co-workers who are experiencing or dealing with crisis situations. It also includes rapidly altering work assignments and a variety of work locations in the community including private residences and other uncontrolled environments. Work hours and schedules may vary and may include overtime, and evening, weekend and holiday hours on-call or other hours that are outside of regular work hours.