County of Door
Mental Health/AODA Case Manager

Status: Professional Union
Department: Community Programs
EEO: 02 Professional

Pay Grade: Two (2)
Revision Date: 07/22/2010

General Summary
Reports to the Co Occurring Disorders Coordinator and is responsible for conducting case management services and some psychotherapy to individuals who suffer with mental health, emotional disturbance and/or alcohol or drug abuse (AODA).

Duties and Responsibilities

Essential Job Functions
1. Provide direct case management service to individuals with mental health, AODA or emotional disturbance. Maintain a regular schedule of home and office contacts with clients assigned by the Co-Occurring Coordinator to supervise the adjustment status of clients and to provide supportive, intervention and/or referral activities to maximize the functional level and community adjustment of the clients.
2. Assist and if necessary accompany clients in interaction with legal and benefit systems, i.e., Disability claims, MA applications, housing and fuel assistance, etc.
3. Lead interagency teams to come together on behalf of clients needs.
4. Diagnose and assess level of psychiatric illness and recommend appropriate treatment.
5. Develop and maintain accurate and timely case management records of patient assessment, treatment and current status/condition. Complete ongoing client service documentation as required by state and county authorities. Submits billing information to agency accounts specialist relative to client services.
6. Liaison inpatient psychiatric/AODA residential treatment with other staff members and community and state agencies. This includes ongoing case management of services, (follow-along and follow-up) as needed.
7. Consult with medical and nursing home professionals regarding patient, AODA or mental health status.

General Job Functions
1. Serve as a member of a multidisciplinary agency clinical team. Participate in client staffing, offer cross-disciplinary training to staff and cooperate as a team member in the delivery of treatment to consumers with co-occurring disorders.
2. Provides after hours on-call crisis intervention services on a rotating basis with other clinical staff.
3. Prepare psychological assessment computer and other testing materials for Psychologist.

Reporting Relationships
Reports to the Co Occurring Disorders Coordinator.

REQUIREMENTS

Training and Experience
1. Graduate of a certified college or university with a Masters Degree in Social Work, Counseling or related area required.
2. Licensed Professional Counselor required, Licensed Clinical Social Worker Preferred

Knowledge, Skills, and Abilities Required

1. Capable of assessing psychiatric diagnoses accurately and appropriately arrange, coordinate and deliver specific services.
2. Knowledge of the principles and practice of community mental health programs and of community resources to augment department programs.
3. Ability to effectively conduct interviews and counsel mental health and AODA consumers.
4. Capable of conducting successful crisis intervention assessment and disposition.
5. Ability to effectively communicate both verbally and in writing at a level commensurate with the educational background required for this position.
6. Possess individual, marital and family therapy skills.
7. Capable of developing and maintaining effective relationships with consumers, their families, fellow workers, and other community health professionals.
8. Possess emotional maturity and mature judgment. Capable of working with limited supervision.
9. Ability to prepare, present and maintain accurate reports of patient assessment, treatment and current status/condition.
10. Knowledge and use of personal computer, telephone, fax machine, copy machine and Dictaphone.
11. Knowledge of Chapter 51 Emergency Detention and commitment process.

Physical & Working Conditions

Normal office environment has little or no discomfort from temperature, dust, noise, wetness and the like. Agency operates a busy outpatient clinic providing an array of services to a wide variety of persons experiencing difficulties in the area of mental health, developmental disabilities or alcohol or other drug abuse. Contact with unpredictable, violent, psychotic, and intoxicated population presents potential for physical harm or injury. Periodic on-call status disrupts and restricts domestic activities.

Over 40% of work time is spent in sitting position. Use of automobile to transport clients as needed. Over 50% of time spent talking and listening to others using near vision. Approximately 35% of time involves standing, walking, and using far vision. In unusual situations the following may occur stooping, kneeling, grappling w/clients, climbing stairs, lifting and carrying objects up to 15 lbs., and using low to medium fingering in writing or operating a computer keyboard.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 166.03 (4) (a) - (d) Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

Joseph A Kreisberg — 7/22/10

Name — Department Head — Date

Kelly A. Hewan — 7/22/10

Name — Human Resources Director — Date

Rev: 07/2010

County of Door
Human Resources
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Sturgeon Bay, WI 54235

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Human Resources Director
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2010 Salary & Fringe Benefits
Mental Health/AODA Case Manager
Door County Community Programs

SALARY: Union Contract Wage: $26.33

HEALTH: 90% Paid for Family Coverage, employee pays $87.66/month
90% Paid for Single Coverage, employee pays $35.06/month

DENTAL: 100% Paid for Family & Single Coverage
(Full Time Employee - Based on Current Dental Contract Expense)

VACATION: Two (2) Weeks After One (1) Year,
Three (3) Weeks After Seventh (7) Years
Four (4) Weeks After Fifteenth (15) Years
Five (5) Weeks After Twenty-fourth (24) Years
Vacation use is not allowed for employees until after completion of six months of employment.

HOLIDAYS:
1. New Years Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Day After Thanksgiving Day
7. Day Before Christmas
8. Christmas Day
9. Afternoon of Good Friday - (1/2 day)
10. Afternoon of December 31st - (1/2 day)
11. Two (2) Floating Holidays (16 hours)

SICK LEAVE: One Day (8 hours) earned per month. Cumulative with no limit.

RETIREMENT: Wisconsin Retirement Fund, 100% Paid by County

NOTE: Sick leave use and paid holidays are not allowed for employees until after completion of six months of employment.