

Hanover County Government
Community Services Board
Case Manager (CD) – Raft House
Salary: \$46,097.00 - \$54,000.00

Hanover Community Services Board is seeking a MH Case Manager for the RAFT House program whose primary responsibility will be providing person-centered services within a day program. This position will work Monday through Friday from 8:00 AM – 4 PM, for a 40-hour week. Occasional weekends may be required.

RAFT House is a progressive, quality driven psychiatric rehabilitation program. It is a healing community that focuses on recovery, acceptance, friendship, and teamwork. This position will work within our work-ordered day, working alongside our membership managing our Food Service Unit to include menu planning, grocery shopping and meal preparation.

This position is a great opportunity to work independently while interacting with a variety of people. The preferred candidate should have a good driving record, basic computer skills (email and data entry), a team player, and exhibit effective time management skills. Must be able to maintain confidentiality and communicate effectively, both orally and in writing. The successful incumbent should be able to establish effective working relationships with members and their families, staff, and community members.

Join a team committed to promoting safety, respect, trust, and a sense of belonging with each other and the individuals we serve.

General Description: This is a professional position that is responsible for providing case management services for adults receiving behavioral health services (to include mental health and/or substance use disorder). The incumbent performs complex tasks to determine, plan and manage services.

Organization: The Case Manager position is part of Hanover County's Career Development Program (CD). The Case Manager Ladder has three (3) levels: Case Manager I, II, and III. The Case Manager reports to either a Clinical Supervisor or Program Coordinator and supervises no staff.

Essential Functions:

- Assesses individual and family needs in order to determine level of care needed and service gaps.
- Develops written case histories and individual service plans
- Coordinates, prepares and submits individual service plans for funding for DMAS approval.
- Monitors individual's changing behavioral health needs, including health status, and coordinates services accordingly.
- Provides behavioral health support to individuals and families.
- Identifies resources to meet needs in housing, transportation, residential and other major service voids.
- Provide crisis intervention and referral to emergency services, or other crisis community resources, as indicated
- Links individuals to essential services and resources as clinically indicated.
- Enhances community integration through increasing individual's community access and involvement.
- Maintains accurate records in accordance with local and State guidelines.
- Performs related work as assigned.

Working Conditions:

A. Hazards

- Customers – May have contact with difficult families and children.
 - Conditions -- May be exposed to places that are considered unsafe or unsanitary, often independently.
- B. Environment
- Office
 - Field
- C. Physical Effort
- Minimal

D. Non-Exempt

Knowledge, Skills and Abilities: Requires extensive knowledge of Medicaid and Department of Behavioral Health and Developmental Services policies and regulatory guidelines. Must be familiar with methods and theories of evaluation for mental illness, developmental disabilities and substance use disorders, implementation of service plans, and prevention/early intervention theories and concepts. Must be able to communicate effectively, both orally and in writing. Must be able to work and make judgments independently, as well as function as part of a team.

Education, Experience and Training: Bachelor's degree required in a related field (master's degree preferred) with at least one (1) year of related work experience – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Must meet the eligibility requirements for and/or be registered as Qualified Mental Health Professional (QMHP).

Special Conditions:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- TB test (within 30 days of employment)
- CPS (Child Protective Services) Check
- Twelve-month probationary period
- Work beyond normal work schedule, including on-call as needed for ACT Case Managers

For more information and to apply, please visit www.hanovercountyjobs.com