

POSITION DESCRIPTION CRIMINAL JUSTICE CASE MANAGER

Healthy Transition/Criminal Justice Case Manager
Access and Adult Clinical Services Region Ten Community Services Board

CLASSIFICATION TITLE: Case Manager

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a professional level FLSA non-exempt position. The case manager has the responsibility for providing Care Coordination services to individuals of age 18 or older with a primary diagnosis of mental health and/or substance abuse concerns and is involved in the Criminal Justice System or recently released from a correctional facility and returning to our area and needing assistance with release planning/ re-entry services. This includes developing plans for access to services; liaison with consumers, families, programs, and service providers; ongoing monitoring or consumer service needs; advocacy; and consultation and education to consumers, families and community.

The Case Manager reports to the **Director** and is expected to function with initiative and independent judgment, based on application of standard practices and with guidance from the supervisor. In carrying out position duties, he/she performs in accordance with applicable professional ethics and established Region Ten policies.

The HIPPA access level for this position is Level Two

The essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. *Enhancing community integration through increased opportunities for community access and involvement and creating opportunities to enhance community living skills to promote community adjustment including, to the maximum extent possible, the use of local community resources available to the general public.
2. *Making collateral contacts with the individual's significant others with properly authorized releases to promote implementation of the individual's individualized services plan.
3. *Works within ACRJ to complete release planning for any consumers that may require MH or SUD services within Region Ten upon release and as requested by the ACRJ staff and/or local collateral contacts.
4. *Maintains regular meetings with varying branches of the Criminal Justice Community to assist with consumer coordination of care across systems, and ensure required releases are present. (Local Probation, State Probation, Federal Probation.)
5. *Linking the individual to those community supports that are likely to promote the personal habilitative/rehabilitative and life goals of the individual
7. *Assuring the coordination of services and service planning within a provider agency, with other providers and with other human service agencies and systems, such as local health and social services departments.
8. *Monitoring service delivery through contacts with individuals receiving services, service providers and periodic site and home visits to assess the quality of care and satisfaction of the individual.
10. *Primary Case Manager for all Healthy Transitions consumers providing Case Management and linkage with other services as well as collecting all data required to meet Healthy Transitions Program Needs.
11. *Advocating for individuals in response to their changing needs
13. *Developing a crisis plan for an individual that includes the individual's preferences regarding treatment in an emergency situation.
14. *Planning for transitions and re-entry needs for individuals within ACRJ and other correctional settings.
15. *Knowing and monitoring the individual's health status, any medical conditions, and his medications and potential side effects, and assisting the individual in accessing primary care
16. *Maintain complete and current consumer records and other required reports, service reporting and documentation in compliance with agency, state and federal standards.
17. *Maintains Healthy Transitions as well as other related Criminal Justice data required to maintain funding and/or obtain new funding for this population and track outcomes.
18. *Reads all agency communication (i.e., Ten, Region Ten's Newsletter, e-mail, etc.)
19. *Other duties as assigned by the supervisor in keeping with the general requirements of the position.
20. *Valid Driver's License and own transportation which is safe and can be used for work related travel.
21. *Able to perform CPR and First Aid when a situation requires these activities.

QUALIFICATIONS:

To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. All candidates must hold a bachelor's degree in a human services field. One year of

Clinician
Center for Access and Adult Clinical Services-Region Ten Community Services Board

experience preferred. Computer knowledge required in Word and Excel.

In addition, the incumbent needs to possess the following knowledge, skills, and abilities:

Knowledge of:

- a. Populations with intellectual disability, mental health disorders, and substance use disorders.
- b. DSM 5
- c. Least restrictive treatment alternatives
- d. Medical necessity
- e. General principles of record keeping
- f. Levels of care
- g. Region Ten authorization of services and appeals process
- h. Medicaid,
- i. Private insurance
- j. Array of services at Region Ten and in the community
- k. Criminal Justice Systems

Skills in:

- a. Report writing
- b. Phone and face to face triage
- c. Utilization management
- d. Treatment planning
- e. Determining appropriate care
- f. Client orientation
- g. Determination of level of functioning and need areas.
- h. Computer skills
- i. Providing counseling and other behavioral interventions

Abilities to:

- a. Triage
- b. Screen, assess, refer and authorize services
- c. Demographic collection
- d. Appropriate medical records documentation
- e. Risk assessment
- f. Determine emergent/urgent/routine needs

CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Clinical Provider Performance Evaluation Standards.

POSITION LOCATION: Region Ten Community Services Board
 800 Preston Avenue
 Charlottesville, VA 22903

POSITION ORGANIZATION CHART:

Director
|
Case Manager

GRADE: 9

SCHEDULE: Monday through Friday 20 hours per week.

Position Description Updated: July 11, 2018

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date