

JOB DESCRIPTION
HOUSE PLANNER/ CASE MANAGER
MENTAL HEALTH PROGRAM

RESPONSIBILITIES

1. Provide assistance as necessary to the Program Coordinator with overall management of the program.
2. Provide assistance as needed in the training of new staff.
3. Manage vehicle usage log.
4. Schedule fire drills and supervise recording of fire drill log at Goodbody. Check smoke detectors as directed.
5. Assist with collection and record keeping of time sheets.
6. Carry case load of three (3) clients.
7. Maintain supply inventory for Program. Order and maintain food and supply inventory for the house. Responsible for recordkeeping with respect to this.
8. Provision of Restorative Services (See Attached for Description of Restorative Service) to residential clients. Provision of these services may be required through the use of individual or group interventions or by referral to appropriate community resources.
9. Maintains all required written records, specifically including but not limited to individual case records, medication, shift logs and communication books.
10. Develops and implements individual rehabilitative service plans with residents.
11. Follows all programmatic policies and procedures related to Administrative, Emergency and Direct Service practices
12. Follows all applicable laws and regulations including but not limited to those regarding provision of Medicaid Restorative Services, Health Insurance Portability and Accountability Act (HIPAA), OSHA.
13. Maintains appropriate level of training including first aid and other items deemed necessary. Attends and participates in required meetings
14. Oversees and participates in maintenance of physical environment. Arrange all equipment repairs. Maintain records of all equipment and warranties ect. Maintain and oversee that residence in compliance with health and safety standards.(House or Apartment)
15. Maintains collaborative contacts with other individuals and agencies providing services to residents in order to ensure consistency in treatment planning and service provision.
16. Performs other, related duties as necessary and/or assigned
17. Senior Case Manager will provide coverage for the Program in the absence of Coordinator

SUPERVISION

Reports to Program Coordinator

HOURS

Full-time- 37.5 hours/week

QUALIFICATIONS

High School Diploma with 5 years experience working with the mentally ill. Associates Degree with 3-years experience, Bachelors Degree in related field. Valid NY Drivers License required.

JOB DESCRIPTION
Case Manager
MENTAL HEALTH PROGRAM
(RESTORATIVE SERVICES DESCRIPTIONS)

- (1) Assertiveness/Self Advocacy Training means training, which is designed to promote the individual's ability to assess his or her needs to make a life status change and to increase self-awareness about his or her values and preferences. Training will also increase an individual's ability to respond to medical, safety and other personal problems. Activities are also intended to improve communication skills and facilitate appropriate interpersonal behavior.
- (2) Community Integration Services/Resource Development means activities which are designed to help individuals to identify skills and community supports necessary for specific environments, to assess their skills strengths and deficits in relationship to environmental demands, to assess resources available to help the individuals, and to develop a natural support system by accessing social, educational and recreational opportunities.
- (3) Daily Living Skills Training means activities which focus on the acquisition of skills and capabilities to maintain primary activities of daily life. Services are provided by addressing areas of functioning in categories such as: dressing, personal hygiene and grooming, selection and/or preparation of food, cleaning and washing of clothes, maintenance of environment, budgeting and money management. Training is intended to increase those competencies needed by the individual to live in his or her goal environment.
- (4) Health Services means training to maximize independence in personal health care by increasing the individual's awareness of his or her physical health status and the resources required to maintain physical health, including regular medical and dental appointments, basic first aid skill and basic knowledge of proper nutritional habits and family planning. Also included is training on topics such as AIDS awareness.
- (5) Medication Management and Training means the storage, monitoring, record keeping and supervision associated with the self-administration of medication. This does not include prescribing, but does include a certain degree of reviewing the appropriateness of the residents' existing regimen with his or her physician. Activities, which focus on educating residents about the role and effects of medication in treating symptoms of mental illness and training in the skill of self-medication, are also included.
- (6) Parenting Training means structured activities intended to promote positive family functioning and enable residents to assume parenting responsibilities. Activities include peer support groups to foster skills around effective parenting, assistance in selecting and obtaining housing appropriate for families, and linkage with the children's service system. Psycho-education programs on parenting skills, single parenting issues, childcare and the nature of mental illness and its effect on the family are also included.

- (7) Rehabilitation Counseling means a therapeutic modality which includes assisting the individual in clarifying future directions and the potential to achieve rehabilitation goals, identifying and specifying behaviors that impede goal setting, improving awareness of the influence of environmental stress, and helping an individual to generalize newly learned behaviors to housing and other situations outside the program structure.
- (8) Skill Development Services means activities, which assist clients to gain and utilize the skills necessary to undertake employment or pursue educational opportunities. This may include skills related to securing appropriate clothing, scheduling, work related symptom management, and work readiness training.
- (9) Socialization means activities, which are intended to diminish tendencies toward isolation and withdrawal by assisting residents in the acquisition or development of social and interpersonal skills. "Socialization" is an activity meant to improve or maintain a resident's capacity for social involvement by providing opportunities for application of social skills. This occurs through resident and staff interaction in the program and through exposure with staff to opportunities in the community. Modalities used in socialization include individual and group counseling and behavior intervention.
- (10) Substance Abuse Services means services provided to increase the individual's awareness of alcohol and substance abuse and reduction or elimination of its use: such services shall include verbal and medication therapies, psycho-educational approaches and relapse prevention techniques, but shall not include acupuncture without prior Office of Mental Health approval.
- (11) Symptom Management means activities which are intended to achieve a maximum reduction of psychiatric symptoms and increased functioning. This includes the ongoing monitoring of residents' mental illness symptoms and response to treatment, interventions designed to help residents manage their symptoms and assisting residents to develop coping strategies to deal with internal and external stressors. Services range from providing guidance around everyday life situations to addressing acute emotional distress through crisis management and behavior intervention techniques.