

Job Title: Case Manager II - Hospital Specialist

Responsible to: Care Coordination Manager

Pay: Starting at 21.44 per hour

Position Overview:

The Case Manager II provides Case Management and Community Support services to individuals with a diagnosed mental illness seeking and/or receiving treatment. This position will be based out of Washington County Hospital and our office in Okawville IL. This position promotes quality of life by helping clients identify and connect to resources that enable them to successfully function within the community. Services will be provided within the community and in the home of the client. The ideal candidate will have exceptional organizational skills and must be committed to making a difference in the lives of others!

\$1,000 sign on bonus!

This full-time position's primary responsibilities are as follows:

- Develop or assist the counselor with developing an IM+CANS and Treatment Plan for all assigned clients and client-related service responsibilities.
- Transport clients to and from appointments.
- Provide services to clients that are goal-directed according to their assessment and treatment plan.
- Assist clients with case management and community support services.
- Document services provided and interactions with clients in a timely manner through an electronic health record.
- Provide education to enhance life skills and coping skills to ensure clients can function independently in the community.
- Assist clients with budgeting and decision making
- Assist clients with filing for Medicaid / Medicare / Social Security / Snap / Housing / Employment and all other applicable forms.
- Monitor the overall level of functioning of each assigned client to prevent recurring hospital / Emergency Department visits.
- Conduct Crisis follow-ups for individuals who have been seen through our crisis team.

Minimum Qualifications:

- Bachelor's degree in a social service field.
- Community collaboration experience is preferred but not required.
- Previous IM+CANS experience and certification preferred but not required.
- Excellent computer proficiency (MS Office – Word, Excel and Outlook).
- Excellent verbal and written communication skills, including the ability to communicate effectively with internal and external customers.
- The ability to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- The ability to work independently and to carry out assignments to completion within the parameters of instructions given, prescribed routines, and standard accepted practices.
- Age 21 in order to drive agency vehicles, Driver's license, clean driving record and proof of valid automobile insurance.
- Must meet expectations required by CANTS check, criminal record and Healthcare Worker Background Check.