

POSITION DESCRIPTION

TARGETED CASE MANAGER

Part-time - Must be able to work at least 1 shift per week and be available weekdays.

Full-time – Must be able to work 35 or more hours a week

- Be authorized to work in the United States.
- Must have reliable transportation.
- Background check required.
- Have a Valid Florida Driver's License
- 21 + years old

RESPONSIBILITIES: Guides the agency in the development of the case management program including development of best practices for targeted case management. Provides training, supervision and oversight to the department.

COMPETENCIES: To be certified as a mental health targeted case manager, an individual must meet the following criteria:

1. Have a Bachelor's Degree from an accredited university or college with a major in counseling, social work, psychology, criminal justice, nursing, rehabilitation, special education, health education, or a related human services field (a related human services field is one in which major course work includes the study of human behavior and development) and have a minimum of one year of full time or equivalent experience; or Have a Bachelor's Degree from an accredited university or college and three years full time or equivalent experience.

or a Master's Degree from an accredited university or college with a major in counseling, social work, psychology, criminal justice, nursing, rehabilitation, special education, health education, or a related human services field and three years of full time or equivalent professional experience serving the target population; or a bachelor's degree from an accredited university or college and five years or equivalent case management experience serving the target population; and bring to the position a previous mental health targeted case management certification or have at least three years of experience with mental health targeted case management

2. Has completed or agrees to complete AHCA-approved mental health targeted case management training within three months of initially providing Medicaid services. If the training is not completed within three months, the provider agency cannot continue to bill Medicaid for services rendered by the case manager under the supervisor's Medicaid provider number.

3. Have knowledge of available resources in the service area.

4. Knowledgeable of and comply with state and federal statutes, rules and policies that affect the target population.

5. The ability to work cooperatively as a member of a team and to interface in a professional manner with the community.

6. The ability to communicate effectively to other members of the treatment team.



7. Conducting initial assessment and developing recipient's service plan according to Florida Medicaid guidelines.
8. Working with the recipient and the recipient's family to address issues related to the implementation of the service plan.
9. Assessing the effectiveness of the service plan in meeting the identified needs of the recipient.
10. Linking and facilitating the recipient with appropriate services and resources identified in the service plan through referrals to reach desired goals.
11. Advocating for the acquisition of services and resources necessary to implement the service plan by representing or defending recipients through direct intervention.
12. Coordinating the delivery of services as specified in the service plan with the help of the recipient, the recipient's family, and the recipient's natural support system.
13. Monitoring service delivery to evaluate the recipient's progress.
14. Documenting mental health targeted case management activities in accordance with Florida Medicaid documentation requirements.
15. Crisis intervention/support by assisting recipients in crisis in getting access to the necessary resources in order to cope with the situation.
16. Writing portions of service plans reviews concerning social skills, independent living skills, and education.
17. Assisting recipient obtaining employment and monitoring their progress in the workplace.