



## **NEW CENTER** COMMUNITY SERVICES EST.1979

2051 W. Grand Blvd  
Detroit, MI 48208  
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**Office** 313.961.3200  
**Fax** 313.961.3769

### **JOB DESCRIPTION**

**JOB TITLE:** PROFESSIONAL MENTAL HEALTH WORKER/CASE  
MANAGER  
**FLSA Status:** Non-exempt  
**Approved By:** **Gregory Matzelle**  
**Approved Date:** **February 24, 2011**

### **SUMMARY**

Conduct brief solution focused individual therapy sessions; facilitate group psychotherapy and psycho-educational groups; provide outreach services to consumers; conduct assessments and develop behaviorally specific goals for consumers; provide case management to advocate, link, monitor, and coordinate consumers to needed services by performing the following duties:

**RESPONSIBILITIES AND DUTIES** include the following. Other duties may be assigned.

- Must demonstrate knowledge of the growth, development and special needs of the Children/Adolescent population (Ages 4-17 years).
- Maintain consumer confidentiality in accordance with federal and state laws.
- Be knowledgeable of and adhere to the Michigan Mental Health Code and the Code of Ethics.
- Maintain a productivity requirement of at least 5.5 billable hours of service per day (85% of worked hours) and 4.5 billable hours of service per day (70% of worked hours) for community based staff.
- Enter all clinical documentation in the electronic health record (EHR) within 24 hours of any clinical interaction with a consumer including the documentation of no-shows.
- Complete monthly statistical reports by the fifth working day of each month.
- Manage a caseload as assigned and within the parameters dictated by New Center CMHS clinical protocols, CMS and appropriate fidelity models.
- Provide crisis intervention to determine appropriate course of action and ensures that the necessary documentation is correct and complete.
- Document and maintain accurate clinical records that satisfy policy and procedural guidelines.
- Complete all required documents within the expected time frame (reference New Center CMHS Forms Information Sheet).
- Attend all mandatory agency training, in-services and supervision meetings and obtain 24 hours of clinical training contact hours annually.
- Participate in I-Teams and Grand Rounds to review progress, referrals, transfers and closings for consumers on assigned caseload.
- Make home visits according to clinical program protocols or as required by the fidelity model.
- Ensure that the progress notes are accurate and refer to at least one of the goals on the IPOS for each clinical interaction.

- Maintain 95% compliance on monthly clinical chart audits.

**QUALIFICATIONS:**

- Minimum of one (1) years' experience/practicum in a human service setting, working with children and adolescents.
- Demonstrate the ability to navigate Windows based products and master skills for electronic recordkeeping.
- Must possess current unrestricted license by the state of Michigan including but not limited to LMSW, LPC, LLMSW.
- Chauffeurs license and insurable driving record required if the position transports consumers.
- Must be rated CAFAS reliable.

**EDUCATION:** Completion of Masters Degree in Social Work or a human services field.

**PHYSICAL DEMANDS:** Sit up to 8 hours per day, must be able to lift 10-15 lbs occasionally.

**WORK ENVIRONMENT:** High Volume Professional office setting

**RESPONSIBLE TO:** Director of Programs

**AVAILABLE:** Immediately

**CONTACT:** Tiffany Daniel  
Director of Human Resources  
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**DATED:** 5/11/2015

**CLOSING DATE:** 7/31/2015

**AN EQUAL OPPORTUNITY EMPLOYER**