



Clinical Case Manager, MHP Job Description

Description: Provide intensive clinical outreach supportive services to program participants with mental health and substance use diagnoses living in scattered site units across the city of Chicago. Services include attending to the psychosocial, health, financial, recreational, nutritional, and housing needs.

Job duties include but are not limited to:

- Providing intensive mental health case management services in the community, including community building and social activity planning and implementation;
- Identifying participant needs, including barriers to receiving appropriate services and assisting with effective problem solving to address issues;
- Providing treatment planning, coordination, and implementation of services needed;
- Providing information, linkage, referral and advocacy for participants with agencies in the community, including crises intervention services when needed;
- Working with participants to increase their skills and income, improve their self-determination, and maintain residential stability;
- Maintaining the confidentiality of participant information in any written, oral, or electronic form including, but not limited to, health information, HIV/AIDS status, and disability information. Releasing such information only as needed and with the proper release from the client unless mandated by law;
- Completing submitting of billing sheets in accordance with Rule 132 guidelines;
- Reporting all incidents of abuse, and/or neglect as required by state law;
- Maintaining accurate and up-to-date records using HMIS and paper files on all participants receiving services, including maintaining records necessary to fulfill grant requirements and third party payers;
- Coordinating the provision of appropriate services from other providers from the community at buildings at which participants are living;
- Working cooperatively with building management to ensure residential stability of participants;
- Identifying and developing training opportunities for participants;
- Completing required documentation for billing and compliance in a timely manner;
- Reports to the Team Leader.

Additional duties not listed may be required depending upon the needs of participants and at the discretion of your supervisor.

Must have the ability to relate appropriately and effectively with participants, to other staff and to personnel of other community agencies; knowledge of the symptoms of and appropriate treatments for mental illness. Knowledge of community resources, instructional skills and ability to present information; skill to organize and document notes and service plans; knowledge of and willingness to match programs and services appropriate for participants; skill to establish and maintain effective working relationships; ability to work independently and as a member of an interdisciplinary team.

Requirements: Qualified candidates will have at least a Bachelors Degree in Social Work or a related field, Masters Degree preferred, current Illinois License preferred. Experience with Harm Reduction techniques, working with mental illness and substance use is required. Candidate must have an automobile and current insurance. Computer literacy is a must!