

<p><b>JOB DESCRIPTION: SPURWINK SERVICES</b></p> <p><b>Effective Date: 11/21/00</b></p>	<p><b>CASE MANAGER – TARGETED CASE MANAGEMENT</b></p> <p><b>Outpatient and Community Services</b></p> <p><b>Revised: 10/11/10; 11/26/12</b></p>
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\* Denotes an Essential Function

**Title:** Case Manager – Targeted Case Management

**Category:** AS2

**Code:** CM TCM A

**Minimum Educational Requirements:** Bachelor's degree from an accredited four (4) year institution of higher learning with a specialization in social services or closely related field.

**Minimum Experience Requirements:** Experience in social services preferred.

**Duties and Responsibilities of the Position:**

- \* 1. Provide intake/assessment when clients are referred.
- \* 2. Facilitate Individual Service Plan team meetings and develop a plan of care (ISP) for the child with input from the team. Plan will include a crisis plan.
- \* 3. Oversee implementation of ISP, monitor and document progress.
- \* 4. Maintain regular contact with team members and other community professionals involved with child.
- \* 5. Ensure that clients and families are aware of all community services and resources. Assist families in accessing resources.
- \* 6. Provide family support through phone contact and face-to-face meetings through home visits and community outreach.
- \* 7. Participate in individual & group supervision.
- \* 8. Know and comply with policies and procedures.
- \* 9. Maintain records and documentation as required by Spurwink or State Agencies.
- \* 10. Maintain Productivity Expectations.
- \* 11. Monitor Mainecare Authorizations.
- \* 12. Maintain a current Maine driver's license and a clean driving record as outlined in Spurwink's Driving Policy.

- \* 13. Maintain current licensure and/or certification as required for the position.
- 14. Advocate for clients and families.
- 15. Participate in relevant trainings.
- 16. And, those other assignments appropriate to the position as determined by the Outpatient and Community Services Supervisor.

**Position Variation:** In addition to the above performance standards, Targeted Case Managers are expected to perform the following standards when working within the Behavioral Health Home model:

\*1. Provide Behavioral Health Home (BHH) Care Coordination in compliance with the BHH 10 Core Expectations, which include:

- Demonstrated Leadership
- Team Based Approach
- Population Risk Stratification and Management
- Enhanced Access to Care
- Comprehensive Consumer/Family Directed Care
- Behavioral-Physical Health Integration
- Inclusion of Members & Families
- Connection to Community & Social Support Services
- Commitment to Water Reduction
- Integration of Health Information Technology

**Immediate Supervision:** Outpatient and Community Services Supervisor or Associate Regional Director.

**Immediate Subordinates:** None.

**Schedule of Employment:** Non-exempt.

**Other:** As an employee of Spurwink, the Case Manager is expected to adhere to the policies and procedures of Spurwink. He/she must keep client health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of work of educating, training, and treating clients from diverse backgrounds, the Case Manager is required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the Case Manager may be exposed to blood or other potentially infectious materials. Therefore, he/she will receive blood borne pathogens training (including training regarding Hepatitis B) and will be offered the Hepatitis B vaccination series upon hire.

**General Sign Off:** The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

