

<p><b>JOB DESCRIPTION: SPURWINK SERVICES</b></p> <p><b>Effective Date: 11/19/18</b></p>	<p><b>ACT CASE MANAGER – Spurwink Adult Behavioral Health</b></p>
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\* Denotes an Essential Function

**Title:** ACT Case Manager – Spurwink Adult Behavioral Health

**Category:** AS2

**Code:** CASE MGR

**Minimum Educational Requirements:** MHRT-C certification or MHRT-C eligible, or a Certified Rehabilitation Counselor or Employment Specialist, or a Certified or Licensed Alcohol and Drug Counselor. Bachelor's degree from an accredited four (4) year institution of higher learning preferred.

**Minimum Experience Requirements:** Experience is social service preferred.

**Minimum Physical Requirements:** Must be able to go up and down stairs, bend and lift.

**Duties and Responsibilities of the Position:**

- \* 1. Provide intake/assessment when clients are referred and ongoing assessment as required.
- \* 2. Facilitate Individual Service Plan team meetings and develop a plan of care (ISP) for the adult 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 client. Participate in a team-based approach to care, by working in collaboration with Psychiatry provider, Clinical Team Leader, Nurse, Substance Use Disorder Counselor, Case Manager, Vocational Rehabilitation Provider, and Peer Partner.
- \* 5. Identify and assess physical and behavioral health related risk factors and ensure that clients and families are aware of all community services and resources. Assist clients and families in accessing resources.
- \* 6. Advocate for clients and families.
- \* 7. Provide support through phone contact and face-to-face meetings through home visits and community outreach. Home visiting required, as well as ability to work outside traditional work hours to meet clients scheduling needs.
- \* 8. Partner with clients' primary care, medical, and other providers.
- \* 9. Participate in individual & group supervision, required trainings, and case consultations.
- \* 10. Demonstrate ethical practice in interactions with all staff, clients, guardians, and other providers. Know and comply with policies and procedures.
- \* 11. Maintain current licensure and/or certification as required for the position.

- \* 12. Maintain expectations related to caseload size, and billing requirements. Monitor and maintain Mainecare Authorizations.
- \* 13. Maintain records and documentation as required by Spurwink or State Agencies.
- \* 14. Be familiar with, and complete, specific outcome measures as required by Spurwink or State Agencies.
- \* 15. Maintain a current Maine driver's license and a clean driving record as outlined in Spurwink's Driving Policy.
- \* 16. And, those other assignments appropriate to the position as determined by the Program Director or Program Supervisor.

**Immediate Supervision:** Program Director or Program Supervisor.

**Immediate Subordinates:** None.

**Schedule of Employment:** Hourly position.

**Other:** As an employee of Spurwink, the Care Coordinator 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 Care Coordinator 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 Coordinator 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.

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Employee Name (Please Print)

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

\_\_\_\_\_  
Date