

San Benito County

Date Last Reviewed: 05/18
Bargaining Unit: MEG
FLSA: Exempt
EEO: 1

MENTAL HEALTH CASE MANAGEMENT SERVICES MANAGER

DISTINGUISHING CHARACTERISTICS

The Case Management Services Manager is responsible for the oversight of the Case Management Services Unit. This position is responsible for a large number of paraprofessional and other line level staff, including also consumers employed as Peer Mentors. The Case Management Services Manager provides supervision and direction for all of the Case Management staff assigned to this unit. Additionally the Case Management Services Manager has the responsibility for the oversight of the County's LPS Conservatorship functions.

The Case Management Services Unit is a distinct direct services provider unit within the array of service modes available within the Behavioral Health Department. Case Management service activities typically involve delivering resource brokerage/linkage, advocacy and discharge planning services.

The Case Management Services Manager has the additional unique responsibility for the oversight of the County's LPS (Lanterman Petris Short) Conservator functions within the array distinct fiscal management responsibilities that the Case Management Services Manager has as the Manager of LPS Conservator functions for the County. The LPS Conservator has the responsibility to act as the representative manager of person and estate for individuals who have been determined to be mentally incompetent to manage their own affairs. The management of the Department's LPS Conservator responsibilities involves the management of all financial affairs for the County's LPS Conservatees in addition to the oversight of many other responsibilities required in assisting in the management of Conservatees personal affairs. Additionally, for those individuals who may not be debilitated at a level requiring assignment of full LPS Conservatorship, such individuals may still be unable to responsibly manage their

personal fiscal affairs. In such cases the Case Management Services Manager is responsible for the oversight of the County's sub-payee program.

The Case Management Services Manager additionally is also responsible for the fiscal tracking and cost management associated with the oversight of client utilization of bed days and timely discharge planning for psychiatric hospital inpatient utilization. The Case Management Services Manager must possess the fiscal and case management skills to fulfill these responsibilities.

The Case Management Services Manager also has the supervisory responsibilities for the Case Management staff assigned to manage and operate the Behavioral Health Department's Esperanza Wellness Center.

REPORTS TO

Director of Behavioral Health, or Assistant Director of Behavioral Health

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed in an office environment, continues contact with staff and the public. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting, sits for extended periods; frequently standing and walking. Use of office equipment including but not limited to: computer, telephone, calculator, copier machine, fax machine.

Physical: Sufficient physical ability to lift and move objects weigh up to 30 lbs. Work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents, normal manual dexterity eye-hand coordination.

Hearing: Hear in the normal audio range with or without correction.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Individuals that occupy the Case Management Services Manager, middle management level position (MEG) may fulfill the qualifying characteristics by possessing a Board of Behavioral Sciences (BBS) licensed clinician credentials as a Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), or a BBS issued Associate Clinical Social

Worker (ACSW), or Associate Marriage and Family Therapist (AMFT) designation, or a Baccalaureate Degree and 2 (two) years of experience in a Mental Health service provider setting and 2 (two) year of experience working in an area that demonstrates relevant job related fiscal responsibilities.

Additionally a qualifying candidate may substitute the requirements of a baccalaureate degree and 2 (two) years of experience in a Mental Health service provider setting, by possessing 5 (five) years or more of Case Manager service provider experience, with a minimum of which 2 (two) years consist of a supervisor /management experience in a Mental Health setting and an additional 2 (two) years of relevant job related fiscal responsibilities.