

MENTAL HEALTH ASSOCIATION OF ESSEX COUNTY, INC.

JOB DESCRIPTION

POSITION: CASE MANAGER – ASSISTED OUTPATIENT TREATMENT SERVICES

QUALIFICATIONS: Master’s degree in social work, psychology, counseling or a related field;
Demonstrated experience in working with individuals with severe and persistent mental illness. Experience working with individuals who are diagnosed with a co-occurring disorder.

Able to work a flexible schedule, including evenings, weekend and holiday hours.

Valid driver’s license in good standing.

RESPONSIBILITIES: Provide on-going monitoring of individuals in the AOTS program to ensure compliance with each court order.

Communicate observations and information regarding each individual to the AOTS Director, AOTS Psychiatrist, and treatment team.

Provide linkage and service coordination to individuals to appropriate/court order treatment modalities.

Assist with obtaining public entitlement and benefits such as Social security, Medicaid, Medicare, welfare, food-stamps and Section 8.

Assist with the integration of mental and physical healthcare and developing a Psychiatric Advance Directive.

Supervise, organize and support recreational and/or socialization activities.

Provide transportation, support counseling, crisis intervention services as needed.

Document observation, information, and services in progress notes.

Participate in staff scheduling, training and orientation;

Facilitate a variety of recovery groups and work with individuals on areas indicated on their WRAP.

Establish and maintain an ongoing therapeutic relationship and case load as skill level permits.

Monitors service delivery to meet program participants changing needs.

Provides case management to individuals.

Provision of direct service support including holiday and weekend coverage as assigned.

Performs other duties as assigned by the AOTS Director.

REPORTS TO: AOTS DIRECTOR

Revised/Reviewed: June 1, 2015.

SEMINOLE COMMUNITY MENTAL HEALTH CENTER, INC.
POSITION DESCRIPTION

NAME: _____ **EMP.#** _____

TITLE: **Assisted Outpatient Treatment (AOT) Coordinator**
SUPERVISOR: **Medical Director**
STATUS: **Salaried**
PROGRAM: **Assisted Outpatient Treatment**

DUTIES: Design and implement an Assisted Outpatient Treatment program to demonstrate that AOT can be effective in improving treatment compliance and reducing the consequences of non-treatment.

1. Assist in the development and maintenance of the Assisted Outpatient Treatment Program.
2. Develop relationships with community partners, including court personnel, community hospitals, law enforcement, family members, the Treatment Advocacy Center and other community resources, communicating pertinent information as needed.
3. Attend and actively participate in Agency and community meetings as required; provide training for community partners and present at education forums as required.
4. Lead the "Family Matters" program within the community in order to meet the needs of clients and their families.
5. In the provision of above services, the employee may need to transport a client based on priority service needs. Only Center-approved vehicles will be used by authorized employees to transport clients in accordance with Agency transportation policy.
6. Many clients are in severe emotional distress and employee must be able to communicate effectively and participate in both verbal and physical de-escalation techniques. Ability to excel in a stressful, constantly changing environment is required.
7. Employee maintains integrity of the clinical record through timely and accurate completion of all required paperwork. Documentation required is program specific and may include, but is not limited to, treatment plans, assessments, psychosocials, SALs, progress notes, tracking forms, and intra-agency referrals. Employee shall submit paperwork to appropriate departments as required.
8. Process all intake information and forms for clients entering into AOT including preparation of petitions, treatment plans and other required clinical documents as well as compiling outcome and cost data in order to meet contractual reporting obligations; produce other required documents and materials as requested.
9. Monitor service delivery and compliance with court ordered treatment.

developed 7/05

SEMINOLE COMMUNITY MENTAL HEALTH CENTER, INC.

POSITION DESCRIPTION

- 10. Adhere to all Agency Policies & Procedures.
- 11. Perform other duties as assigned by supervisor.

QUALIFICATIONS: Bachelor's degree in social work, criminology, sociology, psychology or related human services field required, Master's degree preferred. Two years experience working with the target population preferred.

ACKNOWLEDGEMENT: I hereby acknowledge that I have read the foregoing and I fully understand the contents thereof. I further acknowledge that I have received a copy of same.

Signature of Employee

Date