



JOB DESCRIPTION

(X) New () Revised Job Title: Mental Health CASE MANAGER

Supervisor: Director of Mental Health Services Department: Mental Health

Exempt () Yes (X) No Level of PHI Security: Full

Reviewed by: HR Director Date: _____ Approved by: Mental Health Director Date: _____

JOB OBJECTIVE

The Mental Health Case Manager (MHCM) will serve as the case manager for pregnant women to increase prenatal and postpartum assess to mental health and substance use disorder (SUD) screening and treatment. MHCM will work closely with the patient, Primary Care Provider, Mental Health Provider and Health Educator to coordinate services and ensured that pregnant women have access to mental health services and SUD referrals. MHCM works with a multi-cultural population of diverse socioeconomic backgrounds, ages and levels of education.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The MHCM is responsible for performing the following duties:

- Works as part of a team of health professionals with pregnant women to evaluate the need for mental health and/or SUD services during pregnancy and postpartum.
- Will conduct routine depression, anxiety and SUD screenings to assess the need for mental health and SUD services.
- Assist pregnant women with referrals to SUD treatment, if needed.
- Establishes contact with patients to track their progress and assist with treatment compliance.
- Communicates with the Primary Care Provider and Mental Health Provider to field patient questions regarding the treatment plan and to inform them of any medication side effects.
- Assists in coordinating appointments and in planning helpful activities for the patient.
- Initiate Behavioral Activation plans with patients.
- Updates patient files utilizing Electronic Health Records.
- Utilizes data analytics system to capture outcome measures.
- Prepares data outcomes reports, as requested.
- Interacts in a professional manner and works collaboratively Clinicas' staff and patients.
- Provides excellent customer service to patients, vendors and employees.
- May assist patients with mental illness, substance abuse problems and or/emotional disturbance.
- Performs other duties as assigned including participation in treatment team meetings and initial contact with patient to assist them in scheduling other health related appointments.
- Will be required to both capture and provide information that is of a sexual health nature which can involve family planning.
- Performs other duties as assigned, including participating in all safety programs, which may include assignment to an emergency response team.
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EXPERIENCE AND EDUCATION REQUIREMENTS

Bachelor's Degree in Social Science or related field is required. Bilingual in English/Spanish is required. Must be experienced working with adolescent and adult patients in a Health or Mental Health setting. Must have experience providing case management. Proficiency with use of computers and basic programs is required. Must have excellent verbal and written communication and have ability and desire to provide exceptional customer service. Ability to work in a fast-paced environment and proactively analyze and resolve problems. Experience with Electronic Health Record software strongly preferred. Must have reliable transportation, as may be required to rotate to various Health Centers as needed.

PHYSICAL, ENVIRONMENTAL, COGNITIVE, AND SOCIAL REQUIREMENTS

NOTE: All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

PHYSICAL REQUIREMENTS:

Please indicate the frequency of activity required of the employee to perform the job.

ACTIVITY (Hours per day)	NEVER 0 Hours	INTERMITTENT < 1 hour	OCCASIONAL up to 3 hours	FREQUENT 3-6 hours	CONSTANT 6-8+ hours
Sitting					X
Walking		X			
Standing		X			
Bending (neck)		X			
Bending (waist)		X			
Squatting	X				
Climbing	X				
Kneeling	X				
Crawling	X				
Twisting (neck)		X			
Twisting (waist)		X			
Hand Use – Indicate Dominant Hand: R L					
Is repetitive use of hand required?				X	
Simple Grasping (right hand)		X			
Simple Grasping (left hand)		X			
Power Grasping (right hand)	X				
Power Grasping (left hand)	X				
Fine Manipulation (right hand)	X				
Fine Manipulation (left hand)	X				
Pushing and Pulling (right hand)		X			
Pushing and Pulling (left hand)		X			
Reaching (above shoulder level)		X			
Reaching (below shoulder level)		X			

Please indicate the daily Lifting and Carrying requirements of the job. Indicate the height the object is lifted; from the floor, table or overhead location and the distance the object is carried.

	LIFTING					Height
	Never 0 hours	Intermittent < 1 hour	Occasional Up to 3 hours	Frequent 3-6 hours	Constant 6-8+ hours	
0-10 lbs.		X				Table Level
11-25 lbs.	X					
26-50 lbs.	X					
51-75 lbs.	X					
76-100 lbs.	X					
100+ lbs.	X					

	CARRYING					Distance
	Never 0 hours	Intermittent < 1 hour	Occasional Up to 3 hours	Frequent 3-6 hours	Constant 6-8+ hours	
0-10 lbs.		X				Approx. 30-40 ft.
11-25 lbs.	X					
26-50 lbs.	X					
51-75 lbs.	X					
76-100 lbs.	X					
100+ lbs.	X					

ENVIRONMENTAL FACTORS:

Please indicate which environmental issues exist and describe them.

	Y	N	(IF YES, PLEASE BRIEFLY DESCRIBE)
a. Driving cars, trucks, forklifts and other equipment?	X		For travel between locations as needed.
b. Working around equipment and machinery?		X	
c. Walking on uneven ground?		X	
d. Exposure to excessive noise?		X	
e. Exposure to excessive vibration?		X	
f. Exposure to extremes in temperature or humidity? wetness?		X	
g. Exposure to dust, gas, fumes, or chemicals?		X	
h. Working at heights?		X	
i. Operation of foot controls or repetitive foot movement?		X	
j. Use of special visual or auditory protective equipment?		X	
k. Working in cramped quarters?		X	
l. Burn hazards?		X	
m. Electrical shock hazards?		X	
n. Working with bio-hazards such as: Blood borne pathogens, sewage, toxic chemicals, etc.?		X	

COGNITIVE REQUIREMENTS:

Please indicate the level that the following mental processes are utilized in the performance of job tasks.

	Minimal	Simple	Average	Difficult	Complex
Calculating			X		
Organizing				X	
Analyzing				X	
Planning			X		
Documenting				X	
Implementing			X		
Communicating				X	
Presenting			X		

SOCIAL CONTACT:

This section describes the position's work relationships with other employees, patients, vendors, etc.

	Minimal	Moderate	Frequent	Continuous
Works Alone	X			
Works Around Employees				X
Works Around Patients				X
Works as a Team				X