

COORDINATOR OF CASE MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS: This is professional work of a difficult nature involving responsibility for coordinating and planning an effective case management program, as well as supervising own case load. Other responsibilities include development, training and supervision of staff and volunteers (including student interns). General supervision is received from the Coordinator, Continuing Treatment Program. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinate and plan a county case management program for the chronic mentally ill clients;
Supervise own case load of clients;
Supervise staff, including development and implementing treatment plans;
Supervise and monitor specific services for clients and their families including crisis management, medical and psychiatric care, transportation, securing housing and entitlements;
Monitor community support systems, roster of eligible clients, and client eligibility lists including facilitating waivers;
Review all client admissions and discharges;
Provide case management advocacy, linkage, and supportive services through supervision and coordination of case management team;
Provide leadership in implementing local community case management policies and procedures to insure CSS eligible clients receive appropriate services;
Review all policies and procedures regarding interface with other public/private agencies;
Provide coordination of outreach to psychiatric facilities, the homeless population and private hospitals and family consumer groups;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the principles, methods, procedures and practices of psychiatric social work, of the functioning of community mental health facilities and the scope of services rendered, and of the community resources and how to use them effectively; ability to work effectively with others; ability to organize and coordinate psychiatric social work services; ability to prepare technical and informational data for administrative use; ability to provide professional leadership of a high order; ability to analyze and evaluate reports of staff workers and make sound decisions; ability to organize and train staff.

COORDINATOR OF CASE MANAGEMENT (cont'd)

MINIMUM QUALIFICATIONS: Either

- a) Master's degree in Social Work, and two (2) years experience in the treatment of the chronically mentally ill;
- b) Master's degree in the Human Services field, and three (3) years experience in the treatment of the chronically mentally ill; or
- c) Bachelor's degree in the Human Services field, and four (4) years of experience in the treatment of the chronically mentally ill; or
- d) An equivalent combination of training and experience as described in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.