

## Position Description:

**Mental Health Resource Center**, a comprehensive mental health center and Joint Commission accredited organization, is seeking a **Behavioral Health Care Manager** in the Jacksonville Area.

The Behavioral Health Care Manager works closely with individuals with a disability due to severe and persistent mental illness, their families and significant others to ensure access to needed behavioral health, medical, social, educational, and other services that maintain or improve level of functioning and focus on wellness and recovery.

Some of the responsibilities of the position include but are not limited to:

- Assesses each individual's needs.
- Develops in partnership with the individual, family members, service providers and significant others, a general strategy and plan to utilize strengths and address weaknesses to obtain recovery goals.
- Coordinates the delivery of services as specified in the treatment/service plan.
- Advocates for the acquisition of services and resources as necessary to implement the service plan.
- Monitors and evaluates the effectiveness and satisfaction with services.
- Provides ongoing monitoring and assessment to provide support and ensure needs are being addressed.
- Communicates and collaborates with service providers.
- Provides collateral information to the treating psychiatrist/ARNP to assist with medication management. Assists in monitoring medications for effectiveness and side effects.
- Facilitates the attainment of the individual's preferred housing choice that ensures continuance in the least restrictive environment available.
- Facilitates case conferences and family conferences as needed.
- Assesses and develops natural support system to facilitate community integration.
- Documents or obtains documentation of past medical, psychiatric and social history for each individual served.
- Maintains current, accurate and comprehensive information in each record to include all activities, contacts and communications on behalf of the individual.
- Ensures service plans contain all required services and signatures.
- Maintains all records required and completes monthly case management reports and State reporting documentation by the established timeframes.
- Maintains required monthly face-to-face contact. Ensures face-to-face contact in the individual's home environment at least every other month.
- During contact, assesses mental health status, service needs, and level of functioning.
- Based on observations of the individual's environment, assesses the individual's ability to maintain current living arrangement or if there's a need for an increased level of services.

### **Position Requirements:**

In order to be considered, candidates must have a Bachelor's degree from an accredited university or college with a major in counseling, social work, psychology, criminal justice or a related Human Services field (a related Human Services field is one in which major course work includes the study of human behavior and development) **and** 1 year of experience working with adults with mental illness required.

Must be eligible for enrollment as a Behavioral Health Care Manager by the State of Florida.

Must be a Certified Behavioral Health Case Manager (CBHCM) through the Florida Certification Board within six (6) months of start date.

Must complete the FARS certification within one (1) month of start date.

Strong communication skills are essential and this individual must be able to interact appropriately with internal and external customers, including individuals served, families, caregivers, community service providers, supervisory staff and other department professionals.

Proficiency in Microsoft Office, Outlook and use of the Internet are required.

Behavioral Health Care Managers use their personal vehicles daily to provide services, which may include transporting individuals served. Behavioral Health Care Managers are considered frequent drivers and must comply with the MHRC vehicle driver requirements.

Frequent drivers must have a valid driver's license and no more than 8 points on their license for any combination of violations. The State of Florida designates RBHS as unable to be the primary automobile insurance provider for frequent drivers, but may provide secondary coverage.

For the safety of frequent drivers, they must provide evidence of automobile liability insurance coverage equal to or exceeding \$200,000 combined single limits or \$50,000/\$100,000/\$50,000 limits.

### **Position Details:**

This position is a Full Time Days position: Monday through Friday.

***This full time position offers a comprehensive benefits package.***