

Position Description:

Mental Health Resource Center, a comprehensive mental health center and Joint Commission accredited organization, is seeking an **Adult Case Manager** to join its Case Management program in the Jacksonville Area.

The Adult Case Manager works closely with individuals who exhibit serious impairment due to mental illness, their families and significant others to ensure access to the full array of needed and appropriate services and resources available in the community. The Adult Case Manager assists the individuals reduce or eliminate the need for institutionalization, hospitalization, incarceration and to enhance independence, autonomy and quality of life.

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

- Provides competency-based supportive services in accordance with Florida Administrative Code 65E-15 Continuity of Care Standards
- Develops, in conjunction with client, family members, service providers and significant others, a general strategy to utilize strengths and address weaknesses identified through close monitoring and assessment
- Advocates for the acquisition of services and resources as necessary to implement the service plan. Links individuals served with necessary social services; monitors and evaluates effectiveness and satisfaction of those served. Coordinates the delivery of services as specified in the treatment/service plan
- Assists in monitoring medications for effectiveness and side effects. Assists Psychiatrist and ARNP with medication management
- Assures the accuracy, completeness and confidentiality of clinical records
- Maintains required contact with individuals served
- Maintains required contact face-to-face, monthly, and in their environment, at least every other month
- During contacts, assesses mental health status, needs in the community, and functioning level of the individuals served
- Based on assessments, uses discretion and judgment to determine ability to maintain current living arrangements or the need for an increased level of services
- Assesses and monitors for risk, symptoms of trauma, abuse, and neglect and uses appropriate reporting mechanisms

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.

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.

Adult Case Managers use their personal vehicles daily to provide services, which may include transporting individuals served. Adult Case 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.