

## **Position Description:**

**Mental Health Resource Center**, a comprehensive mental health center and Joint commission accredited organization is seeking a **Case Specialist** to join the Adult Florida Assertive Community Treatment (FACT) Lite Program in the **Jacksonville** area.

This is an ideal opportunity for an individual who enjoys working in a team atmosphere and is dedicated to providing both behavioral health care and social services to the individuals we serve in the community.

This program operates on the Linking, Advocating, Transitioning, & Recovery Support (LATRS) service model as defined in DCF Guidance 36. FACT Lite uses a multidisciplinary approach to deliver care to adults with serious mental illness (SMI) by providing mental health rehabilitation interventions and supports necessary to assist participants to achieve and maintain rehabilitative, resiliency, and recovery goals. FACT Lite also provides clinical case management and recovery support that promotes continuity of care and ease of service access until a full transition to community-based care is optimal.

Services provided to individuals served by the FACT Lite Program include, but are not limited to: case management; care coordination; medication oversight and support; psychoeducation regarding mental health challenges and treatment options; assistance and support in addressing health care needs; life skills development; support with furthering education or gaining employment; and working closely with individual' families or other natural supports.

Most of a FACT Lite team member's day is spent in the community completing many of the above duties. Only about 25% of their time is spent in the office. Company vehicles are available, however members of the FACT Lite team also need to use their personal vehicles to provide services and are eligible for reimbursement for mileage.

The FACT Lite team operates Monday through Friday from 8:00 am to 5:00pm. Team members rotate providing crisis on-call coverage after normal business hours, on the weekends and holidays.

Some of the responsibilities of the FACT Lite Case Specialist position include but are not limited to:

- Provides treatment, rehabilitation, and support services in accordance with DCF Guidance 36 Linking, Advocating, Transitioning, & Recovery Support (LATRS) Florida Assertive Community Treatment (FACT), Tier 2
- Assures the accuracy, completeness and confidentiality of clinical records
- Provides initial and ongoing assessments and evaluations and completes portions of the comprehensive assessment as assigned
- Advocates for individuals served by the program to ensure acquisition of necessary social services to include activities of daily living, including medical, dental, legal, housing, and entitlements and monitors and evaluates the effectiveness of the service and the person's satisfaction
- Provides assistance with activities of daily living, transportation, communication, social and interpersonal relationship skills
- Provides education related to symptoms, medications, and mental health issues
- Provides service coordination for an assigned group of individuals which includes monitoring process made towards goals and objective and developing, writing, implementing,

evaluating and revising the recovery plan in partnership with the individual and other providers.

**Position Requirements:**

Bachelor's degree in a behavioral science field, with preference for individuals also credentialed as a Certified Recovery Peer Specialist (CRPS).

Previous experience working with adults with severe and persistent mental illness (i.e. schizophrenia, bipolar disorder, borderline personality disorder) is required.

Each member of the FACT Lite team must meet MHRC/RBHS vehicle driver requirements, to include a valid Florida Driver's License, automobile insurance coverage equaling \$200,000 and no more than eight points on their license for any combination of violations.

The FACT Lite Case Specialist position requires individual and group interaction with persons who have a serious and persistent mental illness in their home environment, a closed office, hospital, nursing home and/or locked unit.

The FACT Lite Case Specialist needs to be able to make sound decisions independently on a daily basis, including but not limited to recognizing emergencies and life threatening situations and responding appropriately.

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

Each FACT Lite team member contributes to the completeness and confidentiality of clinical records by ensuring documentation, paperwork and system entries meet internal and external guidelines for content, accuracy and timeliness.

Working knowledge of Microsoft Office Programs, email, and the use of the Internet is required.

**Position Details:**

Full Time Shift: Monday through Friday (rotating on-call for after hours, weekends, and holidays)

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