

JOB DESCRIPTION
DOUGLASS COMMUNITY ASSOCIATION
Frederick Douglass Recovery Center Case Manager

Position Summary

Frederick Douglass Recovery Center (FDRC) Case Managers provide high quality, evidence-based clinical interventions and promote positive outcomes with community residents in need of mental health services. They provide quality care and comprehensive services including advocacy, communication, and resource management delivered in the context of a client-centered relationship.

Qualifications

Licensure as a mental health professional and substantial experience in case management is required. Must have a valid driver's license, the ability to transport clients, and reliable transportation.

Reporting Relationships: Reports to FDRC Clinic Director.

Duties and Responsibilities:

1. Responsible for designing and monitoring person-centered care plans; evaluating patient progress and revising the care plan if needed; and tracking outcomes such as improvement in the patient's condition and satisfaction of the patient.
2. Work collaboratively with medical, treatment and other supportive linkages in the community to coordinate services on behalf of clients
3. Maintain a high standard of professional ethics and safeguards the protected health information, privacy and confidential information of every client
4. Provide crisis intervention to clients in distress or at risk of hurting self or others.
5. Participate in mandatory trainings and other professional development opportunities needed to stay current in the field and maintain required credentials
6. Submit required paperwork that is thorough, accurate and on time
7. Perform other duties as required.

Desirable Skills and Characteristics

1. Passion for making a difference in the lives of persons served.
2. Well-developed skills in establishing therapeutic relationships with clients who possess a variety of strengths and challenges.

3. Expert clinical skills with knowledge and experience in providing case management services; assisting individuals to improve coping skills and increase support systems; connecting individuals to services through appropriate referrals; and advocating for client's needs.
4. Excellent verbal and written communication skills.
5. Strong ability to plan and organize time to meet the needs of clients and the requirements for documentation and paperwork.
6. Valid Michigan Driver license and reliable transportation with proof of insurance.

Salary and Benefits

Commensurate with background and qualifications.

I _____ acknowledge that I have received a copy of this Job Description.

Signature

Date

Revised August 20, 2012

Qualified candidates should e-mail (preferred method) or mail a letter of interest and resume to:

c.warren@douglasscommunity.org (Please use "Case Manager" in the subject line)
Douglass Community Association
Attn: Curtis Warren
1000 W. Paterson
Kalamazoo, MI 49007

Douglass Community Association is an equal opportunity employer.