



**POSITION AVAILABLE**  
(Starting Hourly \$14.00 – \$21.20/hr DOE/DOQ)

**POSITION TITLE:** Case Manager-Health Homes

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Supervisor of Community Support Services

**JOB PURPOSE:** Provides care coordination to eligible adults under Health Homes Contract with Behavioral Health Network.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, implements and coordinates services required to meet the health and human service needs of clients.
- Develops Health Assessment Plans to address individual needs and guide the focus of treatment based on contract requirements.
- Provides ongoing assessment of a client's cognitive, emotional, physical, social, housing, and treatment needs.
- Assists clients with funding and meeting basic needs of food, shelter, clothing, and transportation as needed.
- Assists in the development of natural support systems for clients.
- Advocates for clients with community agencies.
- Communicates with medical providers, DSHS case managers, and other community service providers to coordinate care.
- Maintains familiarity with and handles client information in accordance with Federal Regulations (42 CFR, Part 2), the Revised Code of Washington (RCW 71.05.390 and RCW 71.24), and other applicable laws pertaining to confidentiality of client and staff information.
- Maintains physical security of confidential materials and assigned Agency property.
- Travel up to 50 miles to meet with clients in their homes.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

- Performs relevant clinical and administrative tasks according to agency policies.
- Demonstrates proficiency in utilization of multiple electronic medical record systems.
- Participates in team meetings and program development.
- Attends Performance Improvement Meetings on a regular scheduled basis.
- Provides information and education to community members.
- Maintains high standards of professional conduct in interaction with clients, staff and other community members.

- Maintains professional competency through a program of professional development and in-service training, and contract support/coaching calls/training.
- Performs other duties as assigned.

**PERFORMANCE EXPECTATIONS:**

- Maintains accurate, timely chart information in compliance with RSN, State, funding source and agency quality assurance guidelines.
- Meet agency productivity expectations of 50% on a consistent basis.
- Meet agency expectations for documentation of services.
- Meets all contract obligations.
- Coordinate and prioritize work assignments so that tasks are completed on time and in a quality manner.

**REQUIRED EDUCATION, LICENSE(S), CERTIFICATION, AND EXPERIENCE:**

**Education:** Bachelor's Degree in Behavioral Science

**Licensure:** Agency Affiliated Counselor or more advanced credential (agency will assist in obtaining this credential) and valid Washington State Driver's License

**Experience:** Two years experience in providing case management or clinical treatment services.

**PREFERRED ADDITIONAL CREDENTIALS / EXPERIENCE:**

**Experience:** Experience working with adults with serious, persistent mental and physical illness.  
Experience working with medical providers and health care systems.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Essential:**

- Ability to multitask and effectively manage a caseload of individuals with diverse needs.
- Proficient in basic knowledge of chemical dependency professional supervision
- Knowledge of social service delivery systems.
- Ability to coordinate care with multiple service providers.
- Proficiency in clinical documentation.
- Ability to work independently.
- Ability to communicate effectively both orally and in writing.
- Capability to use sound judgment in problem solving and clinical intervention.
- Practice of respectful communication with clients to enhance rapport and positive outcomes.
- Ability to plan and prioritize work and meet the Center's performance, quality assurance and productivity standards.

**NATURE AND SCOPE:**

**Physical Demands:**

- Moderate physical effort occasionally lifting up to ten pounds.
- Must be able to operate a motor vehicle.
- Must be able to tolerate sitting in a vehicle, office or community setting for the required number of hours in a work day.

**Cognitive Skills:**

- Advanced verbal and written communication skills.
- Must be able to enter data into a computerized electronic medical record.

**Working Environment:**

- May be exposed to infections and contagious diseases.
- Occasionally exposed to patients exhibiting assaultive behaviors.
- Able to visit with clients in office and community settings.

**Working Demands:**

- Frequent pressure due to schedule demands.
- Contact with patients under a wide variety of circumstances.
- Subject to varying and unpredictable situations.
- Handles emergency or crisis situations.

**Principal Challenges:**

- Working collaboratively with interdisciplinary staff.
- Working collaboratively with clients, family members and other community members.
- Ensuring compliance with agency and funding standard for documentation and delivery of services.
- Works with a wide variety of clients with serious, persistent mental illness.

**To apply send resume and cover letter to:**

Amanda Hill, Human Resources Specialist  
Peninsula Behavioral Health  
118 E. 8th Street  
Port Angeles, WA 98362

Or, <http://peninsulabehavioral.org>

**EQUAL OPPORTUNITY EMPLOYER**

**NOTICE**

The above job posting is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Job requirements may be subject to possible modification to reasonably accommodate individuals with disabilities.