



**Position Available**  
**PATH Case Manager**  
(\$16.80 - \$20.33/Hour DOQ/DOE)

**POSITION TITLE:** PATH Case Manager

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Community Support Services (CSS) Supervisor

**JOB PURPOSE:** Provides outreach and limited case management service on site and in the community to target population of homeless individuals with mental health and/or substance use disorders. Assists in connecting PATH contacts with mental health, chemical dependency, and housing services. Assures that services are congruent with age, strengths, supports, and cultural framework of the individual being served.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide outreach to area agencies and locations where homeless individuals are known to congregate.
- Establish contact and build rapport with target population to ultimately engage in on-going services consistent with client needs.
- Plans, implements, and coordinates services required to meet the health and human service needs of identified priority clients, including housing, food, clothing, access to primary health care, psychiatric services, and other services as identified.
- Assists clients in obtaining necessary services through appropriate referral both within and outside of the catchment area.
- Provides ongoing assessment of a client's cognitive, emotional, physical, social, and vocational strengths and needs.
- Assists in the development of natural support systems for clients.
- Advocates for clients with community agencies.
- Teaches skills such as problem-solving, goal-setting, money management, symptom management, communication, social skills, and how to access community resources.
- 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.

## **SECONDARY DUTIES AND RESPONSIBILITIES:**

- Performs relevant clinical and administrative tasks according to agency policies.
- Demonstrates proficiency in utilization of the Agency's electronic medical record system.
- Accurately inputs and updates information into HMIS system regularly.
- Demonstrates knowledge of SOARS program.
- Participates in team meetings and program development.
- Provides information and education to community members.
- Maintains high standards of professional conduct in interaction with clients, staff, and other community members.
- Obtains and implements special population consultations as required.
- Maintains professional competency through a program of professional development and in-service training.
- Demonstrates flexibility in adapting to changing work demands.
- Performs other duties as assigned or requested.

## **PERFORMANCE EXPECTATIONS:**

- Maintains accurate, timely chart information in compliance with SBHO, State, funding source, and agency quality assurance guidelines.
- Meets agency expectations for documentation of services.
- Meets all contract obligations including number of contacts and referrals.
- 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 Registration and valid Washington State Driver's License.

**Experience:** Two (2) years of experience in providing case management or clinical treatment services.

## **PREFERRED ADDITIONAL CREDENTIALS/EXPERIENCE:**

**Experience:** Experience working with homeless adults with serious, persistent mental illness, and/or substance use disorders.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Essential:**

- Ability to multitask and effectively manage a caseload of individuals with diverse needs.
- Knowledge of the classification of mental disorders contained in the current DSM.
- Ability to utilize Mini-Mental Status Examination and other measures to assess cognition and symptoms.
- Ability to educate clients about signs, symptoms, and recovery from mental illness.
- Understanding of current knowledge on recovery.
- Knowledge of social service delivery systems, particularly as related to homelessness.
- Knowledge of community resources, both within and outside of catchment area.
- Ability to coordinate care with multiple service providers.

- Basic knowledge of psychotropic medications and side effects.
- 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.

**CLOSING DATE:** Open until filled.

**TO APPLY:** Forward application to:

Amanda Hill  
 Peninsula Behavioral Health  
 118 East 8<sup>th</sup> Street  
 Port Angeles, WA 98362