

The CARE Center, Inc.
JOB VACANCY NOTICE

POSITION: Team Leader (Blended Case Management)
Butler, PA

PAY GRADE: 14

WAGE: \$38,000 (as a minimum)

ESSENTIAL FUNCTIONS:

- Assists the Program Supervisor with the billable case management activities and the coordination of staff to ensure the provision of all recommended and required services.
- Maintains a caseload proportionate to the regulatory supervisory ratio and provides billable case management services to consumers.
- Reviews and analyzes the work of staff related to the delivery of services.
- Participates in staff development and training activities to enhance skill and knowledge base in relation to case management theory and supervisory techniques.
- Submits for appropriate release all service related correspondence, and ensures the timely preparation of all required program reports, records and documentation, in accordance with regulatory standards and program policy.
- Conducts ongoing utilization review activities including adherence to managed care standards.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures

QUALIFICATIONS:

- Master's Degree in Social Work or mental health/mental retardation related field, or a Bachelor's Degree in Social Work or related field plus two years of mental health direct care experience.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Demonstrated knowledge of mental health/mental retardation programs and health/social services available to the mental health/mental retardation population.
- Demonstrated ability to make incisive observations and obtain vital information during the client/family interview and/or while reviewing case records to make appropriate recommendations.
- Ability to transport oneself in an insured vehicle in the performance of essential functions.
- Demonstrated ability to handle clients with chronic mental health conditions.
- Ability to work independently following established policies and procedures.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING#17193-NO LATER THAN DECEMBER 2, 2017.

EQUAL OPPORTUNITY EMPLOYER