

**Advocate Program, Inc.
Job Description**

Position: Certified Behavioral Health Case Manager-Child

Salary: Hourly Rate \$15.00 to \$20.00 per hour.

Location: Central, Doral, South Dade, North Dade

Supervisor: Target Case Management Supervisor

Hours: Flexible
Monday – Friday

Requirements:

Employee Requires

- Bachelor Level in Psychology or other mental health social services field
- Master's in Social Work, Marriage and Family Therapy or Mental health counseling (preferred)
- Must possess three years full time or equivalent experience working with children with serious emotional disturbances
- Is knowledge of and comply with state and federal statutes, rules and policies that affect the target population
- Must be Certified Behavioral Health Case Manager and/or willing to receive CBHCM certification within 90 days of employment
- Must have excellent organizational skills
- Must have excellent verbal and communication skills
- Must have familiarity with issues concerning targeted case management, person to person approach, construction of service plans
- Must have a valid driver's license and insurance
- Must be willing to engage in extensive travel within Miami Dade county area

Responsibilities:

- Case Manager will be responsible for creating a service plan according to Medicaid guidelines within 7 days of the psycho-social assessment being conducted

- Case Manager will be responsible for contacting the assigned person within 24-36 hours after being placed in case load to schedule the designated services
- Case Manager will be responsible for managing a case load of up to 15 persons presenting with severe and persistent mental illness, addiction issues and involved in a criminal proceeding
- Case Manager will be responsible for conducting home based/office based services as designed by the service plan
- Case Manager will be responsible for the timely and neat completion of paperwork in accordance with the current legal standards
- Case Manager will be responsible for the coordination of treatment/services in accordance to the service plan
- Case Manager will be responsible for the up-keeping on all files assigned to their case load by ensuring proper and timely filing of all documentation and reports according to designated file map
- Other miscellaneous duties as assigned by Clinical Supervisor

Employee Signature

Date

Supervisor Signature

Date