

Clinical Case Manager/Supervisor ***Position Qualifications and Description***

The following is a brief position description with minimum qualifications describing a clinical case manager and/or supervisor position who would work with the case management teams to provide clinical supervision and case management services to those clients and their families who present with mental health and/or substance use issues. This position would not carry a case load, but would be able to provide crisis intervention, supportive counseling to help clients and/or family access ongoing mental health services, therapy, or rehab services. They would work directly with the case management team, enhancing/supporting the work they are doing. This position could be either full or part-time.

Minimum qualifications: Masters degree in social work, human services or psychology. At least one year of supervisory experience and one year post-graduate experience working with families who have a history of substance use, mental illness, chronic homelessness, and/or HIV/AIDS.

Possible Job Duties:

- crisis intervention (aggressive behavior; suicide threats, ideation; domestic violence)
- working with clients and their families who are experiencing domestic violence threats or have history of domestic violence
- families with court ordered child protection issues, custody conflicts
- familiarity with psychotropic medications, expected outcomes and adverse side effects to report to the primary care physician or psychiatrist
- working with clients and their families on treatment adherence issues with psychotropic medications and maintaining appointments
- supportive counseling to assist clients with understanding and cooperating with service acquisition
- conflict resolution between client and service providers
- assessment of client service needs and priorities based on treatment plan
- case conferencing with mental health providers to determine goals/objectives, activities and who will perform needed tasks related to mental health issues for client and family

All of these activities are **billable activities for a case manager. This person could be a specialist in these areas and would work with the family along with the case management team, but would address specific issues.*

Other Possible Job Duties: (**these are **fundable** activities*)

- provide clinical supervision to the case management teams
- perform QA activities
- staff training and supervision of mental health issues
- behavior management training

***Minimum qualifications must be met**, but each agency may want to enhance the qualifications based on agency need, culture and available resources.

***Prior to filling this position**, the agency must submit a full agency job description and receive approval from the AIDS Institute Program Manager as outlined in the 2002 Work Plan.