



**New Directions[®]
Northwest Inc.**

Administrative Office
(541) 523-7400
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2100 Main Street, P.O. Box 1005
Baker City, OR 97814
www.newdirectionsnw.org
Chief Executive Officer: Shari Selander

New Directions for Positive Changes....

"Specializing in helping people with Alcohol, Drug, and Gambling Addictions, Mental Health, Developmental Disabilities and Prevention."

POSITION DESCRIPTION

NAME: _____ Employment Status: **Regular Full-Time**

Program: **New Directions Behavioral Health & Wellness** Exempt/Non-Exempt: **Non-Exempt**

Class Title: **Case Manager** Effective Date: _____

General Purpose: Provides skills training to individuals needing behavioral, social or emotional skills.
Provide care coordination and service integration.

Supervision Received: The ENCC is supervised by the Program Director from the New Directions Behavioral Health & Wellness Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives referrals from clinical staff for individuals that may qualify as SMI
- Makes referrals to The Choice Model and the RAP program as appropriate for SMI individuals
- Manages monthly documentation and reporting to The Choice Model and RAP to GOBHI
- Carries out portions of client treatment or training plans including skills training activities.
- Reports to clinical team on client behaviors; documents client progress per department policies and procedures.
- Assists with obtaining eligibility documentation, moving clients in and out of residential services, providing client activities and performing similar functions.
- Responsible for maintenance and timeliness of all records, progress notes, and other required documentation.
- Assist clients in acquiring services and resources needed to achieve goals and maintain independence within the community.
- Coordinates with other community partners to develop, provide, and maintain a rich array of services and resources for clients.
- Participates in joint case planning and coordination with internal multi-disciplinary team and agency psychiatrists as needed for client services including Exceptional Needs Care Coordinator (ENCC).
- Provide transportation for clients when required.

Baker House: Womens Program
(541) 523-6581
Fax: (541) 523-9237

Baker House: Mens Program
(541) 523-8320
Fax: (541) 523-8325

**Recovery Village Women & Children
Residential**
(541) 523-4049 Fax 541-523-4062

**New Directions Program at Powder
River Correctional Facility**
(541) 523-9894 Fax: 541-523-8067

Behavioral Health and Wellness
(541) 523-3646
Fax:(541) 523-7602

Prevention Programs:
Substance Abuse
Mental Health Promotion and Prevention
(541) 524-9070 Fax: 541-524-9077

Developmental Disabilities
(541) 523-8366
Fax: 541-523-4927

Total Health Program
(541) 524-9070
Fax: 541-524-9077

- Carries out routine case management duties for New Directions Transitional House including managing the home, screening individuals into and discharging individuals out of the Transition House.
 - Managing waitlist
 - Collecting rent
 - Weekly meetings
 - Life Skills training
 - Coordinating treatment with SUD counselors
 - Collecting appropriate data for grant reporting
- Participate in all team and agency meetings as scheduled.
- Manage and coordinate with the state in the hiring and connecting MH client's with a PCA if deemed medically necessary by the treatment plan.
- Adhere to all Mental Health program policies and procedures.
- Keep updated on all Treatment Plans and established objectives.
- Act as a broker for services in order to ensure clients meet necessary contacts or meetings (e.g. psychiatrist, medical doctor, SSA, etc.) as required.
- Remain updated on all rules and OAR's pertaining to Mental Health Services
- Participate in all team and agency meetings as scheduled.
- Other duties may be assigned.

PERIPHERAL DUTIES

As assigned.

DESIRED REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILL AND ABILITY

Bachelor's degree in the human services field, previous employment experience related field preferred. Must have knowledge of MED case management standards and the ability to implement them with the community. Maintain familiarity with OAR's pertaining to the MED system. Must have the ability to effectively communicate both verbally and in writing and have the ability to work independently and complete all responsibilities in a thorough and timely fashion. Possess the ability to represent the interest of the client and the agency in a favorable light to the community. Must be computer literate and have the ability to type and utilize word processing and other software programs/systems. Continuing education and previous training in social service field helpful.

TOOLS AND EQUIPMENT USED

Computer, fax, copy and scan machine, and telephone; become proficient in the use of the DSM V (or most current version of DSM) and ICD-10 coding; be proficient at how to deliver and define the curriculum; and understand, communicate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with and fully utilize their hands and arms. The employee is frequently required to stand, walk, talk and hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VALID OREGON DRIVER'S LICENSE

Must possess a valid driver's license and be insurable for client service purposes and for travel between business offices and to attend required meetings and/or trainings. Employee may also be required to provide client transportation on occasion. Utilize company owned vehicles when available. Must pass all criminal history check requirements as required by ORS 181.536-181.537 and in accordance with OAR 410-007-0200 — 410-007-0380.

This position requires the employee to dress in a professional manner at all times.

Will you be able to perform the essential functions of this job, with or without reasonable accommodation?

Please initial one Yes No

If no, please describe any accommodation needed: _____

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE, AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

Employee's Signature

Supervisor's Signature

