



## POSITION DESCRIPTION

**TITLE:** Targeted Case Manager (TCM) - Assertive Community Treatment (ACT)

**SALARY:** \$42,000 - \$50,00

**POSITION DESCRIPTION:** The ACT TCM works with the multidisciplinary ACT team to assist clients in gaining access to needed medical, social, educational, vocational & other services. The ACT Team works with the client to develop a comprehensive needs assessment & individualized, person-centered recovery plan. The ACT team refers & links the individual to needed services, monitors & provides follow-up regarding the efficacy of services & advocates for services/service quality.

**EDUCATION REQUIREMENTS:** A Bachelor's or Master's in Psychology, Sociology, Social Work, Family Studies, Human Services, Counseling, Nursing, Behavior Analysis, Public Health, Special Education, Gerontology, Recreational therapy, Education, Occupational therapy, Physical therapy, Speech-language pathology, Rehab counseling, Faith-based education, CADC with BA or BS.

**EXPERIENCE REQUIREMENTS:** Must have one year of full time employment working directly with adults in a human service setting after completing the educational requirements. A Master's in the above disciplines substitutes for one year experience.

**SPECIAL SKILLS / OTHER REQUIREMENTS:** (to be obtained within the first 6 months)

- State Certified TCM Training: Core and SMI
- CPR and First Aid Certification
- Electronic Health Record training
- TB Test annually
- Hepatitis B Vaccination
- Suicide Prevention training
- Communicable Diseases & Universal Precaution training
- Fire Safety
- Ongoing education & skills training
- Motivational interviewing & CBT training

### COMPETENCIES:

- Client Orientation
- Program Knowledge
- Client Assessment
- Confidentiality
- Communication
- Problem Solving & Decision Making
- Time Management & Organization
- Prioritization
- Initiative
- Leadership
- Tolerance for Ambiguity
- Attention to Detail
- Continuous Improvement
- Advocacy
- Positive Attitude

### RESPONSIBILITIES:

- Assures documentation of SMI diagnosis, disability, & homelessness status is present in client file.
- With the team, completes a comprehensive needs assessment to determine needs & goals for the client to maintain stable housing & maximize self-sufficiency & self-determination.
- With the team, completes an individualized person-centered recovery plan.
- Provides linkage & referrals to community resources.
- Provides ongoing coordination & communication with medical services (physical & behavioral health providers), employment services, educational programs, etc.
- Works collaboratively with team members & stays informed regarding clients' abilities to manage their housing, safety, self-sufficiency, mental & physical status & recovery goals.
- Assists & serves as an advocate in applying for & renewing mainstream benefits (SSI, SSDI, SNAP).
- Provides crisis prevention/intervention services & appropriate referrals.
- Provides Life Skills support, as needed, around illness management, medication management, nutrition, household management, conflict management, budgeting & shopping for food/furnishings/basic needs.
- Supervises clients' self-administered medications (SSAM), assists clients with engagement in physical /mental health & addiction treatment ensuring uninterrupted provision of all medications as applicable.
- Documents clients' progress toward goals.
- Meets with clients as frequently as necessary for them to maintain housing and address the goals identified in their person-centered plan.
- Participates in monthly group and individual supervision.
- Maintains confidentiality and adherence to HIPAA requirements.
- Maintains compliance with all applicable practice standards and guidelines.
- Completes documentation in a timely manner consistent with Medicaid regulations & Wellspring policies.