



(Mental Health Case Manager)

Mentis, a non-profit agency, is looking to hire a Mental Health/Clinical Case Manager to work in our Satellite Housing (SHP) and Permanent Housing Programs (PHP). Our agency provides case management services to mentally ill adults, many of whom were formerly homeless and in recovery from drug/alcohol usage. Satellite Housing is a transitional program where clients share a house together and receive support from the case manager. In our Permanent Housing Program clients have their own apartment units and also receive intensive psycho-social support from the case manager.

The position is full-time with generous benefits and a competitive salary that is based upon education and experience. The work hours for this program are typical business hours in addition to limited on-call/emergency coverage. Schedule is flexible. We offer supervision and hours toward clinical licensure as well as a positive work and learning environment.

Department: Housing

Reports to: Housing Programs Coordinator

Position Summary: This is a full time, non-exempt position providing direct services to housing clients.

Responsibilities:

- Implement program goals and objectives as designed.
- Attend and participate in weekly agency staff meetings.
- Provide liaison support between clients and the landlords in both housing programs.
- Participate in the screening and selection of clients into both housing programs.
- Facilitate weekly house meetings in SHP and quarterly Community Meetings in PHP. The Program Manager will co-facilitate some meetings.
- Maintain weekly contact with clients either in person or by phone. Meet PHP clients in their apartment unit a minimum of once each month. PHP clients that are challenged to appropriately care for their units should be visited in their unit every week.
- Develop a bio-psycho-social assessment to determine client's level of functioning and stability.
- Develop a discharge summary for each client within one month of client's discharge from the program.
- Develop a "Wellness Plan" in first session with all clients. When indicated, develop an individualized Drug/Alcohol Recovery Plan with clients; this should be done in first session as well.
- Develop independent living skill needs, goals and plans with client within the first month of admission to the program.
- Provide ongoing guidance, support, advocacy, and resource linkage to address symptom management needs, client acquisition of skills, meet stated goals, maintain stability and placement in housing program.

- Provide support to clients in resolving personal issues or problems as needed. Respond to clients when in an emergency or crisis. Alert Program Coordinator as soon as possible when a client has an emergency or is in crisis.
- Meet with SHP clients every six months and PHP clients annually to review client progress towards achieving identified goals and to review client's participation in the program.
- Support clients in working through and resolving conflicts with neighbors (PHP) or housemates (SHP).
- Provide two monthly trips to the Food Bank.
- Provide on call support by phone for after hours and weekend emergencies when Program Coordinator is on vacation. Only on very rare occasions is face to face support required outside of business hours.
- Work collaboratively with others to facilitate consistency and coherency among client's various service providers, (i.e. doctors/psychiatrists, social workers, Social Security Administration, County Eligibility Department, Vocational Rehabilitation, and some family members, among others.) Arrange case conferences when needed; this should be thought through carefully with Program Manager.
- Write a weekly progress note for each client even when there is no meeting. Documentation of reason meeting did not occur is required. Document client contact and collaborative contacts.
- Document identified cases according to Medi-Cal standards when applicable.
- Participate in annual Medi-Cal compliance training.
- Attend provider meetings in the community that are applicable to the client's treatment, care and wellbeing as requested by Housing Program Manager or the Executive Director.
- Provide a model of appropriate boundaries and clear communication.

Benefits:

- Top-tier Kaiser medical plan
- Dental insurance
- Retirement plan
- Supplemental insurance available
- Flexible schedule
- Supportive work environment

Requirements:

- Preferably, a Master's Degree in Counseling, Social Work, or Clinical Psychology and experience working with adults with mental illness. A Bachelor's degree in a related field with experience may be substituted.

Please submit a cover letter along with your resume to Rob Weiss, LCSW, Executive Director, Mentis.