



CMH Targeted Case Manager (Full Time)

Salary: \$25/hr

Summary of Job Description

To provide Children's Mental Health Targeted Case Management (CMH-TCM) services to children ages 5-21 diagnosed with a severe emotional disturbance (SED). CMH-TCM case manager helps children, and their families, obtain and coordinate therapeutic and supportive services that address the child's mental health issues and related social, recreational, health, educational, and vocational needs.

CMH-TCM case managers work with the child and their family to assess and address the profound effects of housing instability, food insecurity, and other social determinants of health. Using a person-centered approach with the child and family, the case manager assesses, plans, refers, coordinates and assists the child and family in gaining access to services including but not exclusive to:

- mental health services
- social services
- educational services
- health services
- vocational services
- recreational services
- volunteering, advocacy, transportation, legal, etc.

Essential Job Duties

- Maintain a caseload of 12-17 families as determined by department need and employee work schedule
- Meet DHS and county requirements for CMH-TCM service delivery as outlined in [Mental Health - Adult Mental Health Targeted Case Management \(AMH-TCM\) and Children's Mental Health Targeted Case Management \(CMH-TCM\)](#)
- Meet with each family on caseload a minimum of one time per month
 - CMH-TCM case managers must have monthly face-to-face or interactive video contact with the eligible child, their parent or the child's legal representative. Within this contact, the case manager must ensure at least one case management core service component is provided. It is best practice to see the child every month. Children who are in foster care must be seen in person.
- Adjust schedule to be responsive to client scheduling needs, including potential for late afternoon or evening appointments
- Provide services in the home, at school, or other community location or via interactive video
- Children's Mental Health targeted case management (CMH-TCM) have four core billable case management activities:
 - Assessment – development of a functional assessment (FA)
 - Planning – completion of an individual family community support plan (IFCSP)
 - Referral and linkage to mental health and other services
 - Coordinating and monitoring service delivery
- Complete required paperwork for intake and continued authorization
 - Initial FA and IFCSP must be completed and signed by required parties within 30 days of intake
 - Continued authorization of service paperwork (including FA and IFCSP) must be completed every 6 months
- Complete accurate case notes for each visit and contact within 24 hours; best practice is to complete note on date of service
- Ensure confidentiality of all client records and interactions as mandated by HIPAA
- Attend all required team supervision and company meetings and participate in professional meetings and workshops
- Participate in team-based decisions regarding all clients and services

- Maintain current knowledge of the programs and services Reach provides
- Responsible for updated knowledge of agencies working with persons with cognitive disabilities and/or mental illness and for finding the most appropriate services according to individual and family needs
- Public Relations/Networking/Liaison
 - Responsible for the reputation and public image of the agency
 - Develop and maintain positive working relationships within the community
 - Refer clients to other professionals as needed with supervisor approval
 - Communicate with other providers involved
- Participate in other job responsibilities as assigned

Minimum Qualifications

[Minnesota Statutes 245.4871, subdivision 4](#)

A case manager must:

- have at least a bachelor's degree in one of the behavioral sciences or a related field including, but not limited to, social work, psychology, or nursing from an accredited college or university;
- have experience and training in identifying and assessing a wide range of children's needs;
- have experience and training in working with children;
- be knowledgeable about local community resources and how to use those resources for the benefit of children and their families; and
- meet the supervision and continuing education requirements outlined [Minnesota Statutes 245.4871, subdivision 4](#) as applicable.

Must have knowledge, education, and experience of child developmental stages, the signs of mental health issues in children, and working with parents confronted with cognitive impairment, mental illness, chemical dependency, and/or domestic violence.

Must have the ability to work independently, enjoy flexibility, and manage stress.

Preferred Qualifications

- Be able to function independently, interact with, and relate to a variety of individuals
- Professional verbal and written communication skills
- Case manager must be able to act in a manner that encourages change and provides a positive and supportive atmosphere while identifying client needs and treatment goals.
- Practice effective decision making
- Handle crisis situations and follow through of supervisors' directives
- Work with culturally diverse populations
- Comfortable learning and using Procentive, Microsoft 365, and other computer programs used by the company
- Must be able to understand and communicate the English language
- Must be able to use and maintain a daily schedule
- Must have current driver's license in good standing and maintain own reliable transportation.
- Have comprehensive auto insurance
- Maintain own reliable transportation

Working Conditions and Physical Demands

- Environment: Office environment, remote work, or in-field meetings.
- Schedule: Weekdays, may be flexible depending on individuals served and employee schedule.
- Physical demands: Light lifting (under 20lbs), sitting and standing, walking, driving, verbal communication, seeing, and hearing.

Additional Information

In addition to salary, Reach for Resources offers excellent employee benefits.

Other benefits include:

- Paid Time Off (up to 15 days accrued for first year F/T employees with increases each year)
- 13 floating holidays annually (for F/T employees)
- Life insurance
- Retirement savings plan
- Short-term Disability/Long-term Disability
- Flexible schedule
- Mileage reimbursement
- Personable and fun co-workers (if we do say so ourselves)
- Caring, supportive supervisors
- Plenty of chances to wear your jeans and other casual clothes
- A focus on wellness

Disclaimer

Reach for Resources, Inc. is an Equal Opportunity Employer. Reach for Resources, Inc. does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Reach for Resources, Inc. is committed to ensuring that applicants and employees with disabilities receive support. Applicants or employees must be able to meet the minimum qualifications of the position; reasonable accommodation may be provided if requested by the employee.