



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Temporary Job Vacancy

Supportive Case Manager

Schuyler County Community Services

LAST DATE TO FILE: Applications accepted until position is filled.

HOURLY RATE: \$22.52/hr – no benefits

VACANCY: At the present time, there is one **TEMPORARY** less than full time, 28 hours per week opening for a Supportive Case Manager provide case management through the Schuyler County Community Services Department. **The length of time for the position is undetermined at this time.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the Director of Community of Services, the Supportive Case Manager establishes case management services for high priority clients through assessments, provides preventive services to clients, facilitates and coordinates treatment plans, assures the maintenance of case management records and does related work as required. The Supportive Case Manager provides professional case management services by utilizing the knowledge of educational, mental health, medical, social and other program functions which enhance mental health and human services in serving clients.

TYPICAL WORK ACTIVITIES:

Identify high priority clients in need of case management services;
Assure the assessment of clients on their caseload in order to have goals, strengths, and skill deficits identified;
Determine resources that will meet the needs identified in the assessment process;
Coordinate and integrate a written service plan and review the plan with clients;
Facilitate service delivery;
Provide services that prevent or resolve crises in order to prevent unnecessary use of emergency rooms and inpatient services;
Coordinate treatment plans with provider and assure the maintenance of case management records;
Medication regimen compliance;
Assist clients in learning to use fiscal resources;
Identify gaps in the service delivery system and participate in the development of system reform strategies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of organization and programs of mental health and human service agencies serving clients in the county and region;

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Working knowledge of community resources that are available to meet the needs of clients;
Working knowledge of client entitlements, including SSI, and sources of potential funding (and eligibility requirements) for services needed for clients;
Ability to establish rapport and effective working relationships with clients and community service providers;
Ability to understand and implement community service plans for clients;
Ability to actively intervene and advocate on behalf of clients and mediate and resolve problems;
Emotional and mental maturity;
Sympathetic attitude in dealing with the client population;
Dependability;
Initiative and resourcefulness;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Bachelor's Degree, or higher, in psychology, social work, nursing, rehabilitation, education, occupational therapy, physical therapy, recreation or recreation therapy, counseling, community mental health, child and family studies, sociology, or speech and hearing from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant such degrees, and one year of postgraduate experience in a mental health, medical, social, education, or other service system.

SPECIAL REQUIREMENT:

Possession of a valid New York State driver's license.

Date Issued: June 27, 2017