

JOB OPENING

SERTOMA CENTRE, INC.
4331 West Lincoln Highway, Suite E
Matteson, IL 60443

POSITION TITLE: PSR Case Manager

POSITION REPORTS TO: PSR Case Manager Supervisor

POSITIONS SUPERVISED: None

POSITION SUMMARY:

This position is responsible for overall case management through implementation and facilitation of rehabilitation services for assigned individuals and documentation of all related activities. This position will also provide community support services off site to individuals served and documentation of all related activities.

QUALIFICATIONS:

- Bachelor's Degree in a Human Services related field.
- Minimum of one year's experience working with individuals with psychiatric disorders preferred.
- One year of case management experience preferred.
- Knowledge and experience with the documentation and billing process for Medicaid community mental health services (Rule 132) preferred.
- Knowledge and experience with pre-authorization/re-authorization for services preferred.
- Effective communication skills, both written and oral.
- Effective organizational skills.
- Experience with mental health services community resource networking preferred.
- Valid Illinois driver's license with a good driving record and car available. Eligible for and completion of certification process to drive PACE vehicles.
- Must be willing to work evenings/weekend hours as necessary.
- Proficiency in the use of computers and working knowledge of Microsoft Word and Outlook applications, with good typing skills.

POSITION RESPONSIBILITIES:

- Provide direct services to individuals assigned, both on and off site in accordance with the Individual's Service Plan and complete all required documentation according to Sertoma policy, standards of Rule 132, Attachment B, payers, and accreditation bodies.
- Complete assessments such as the LOCUS, CASIG, other assessments and accompanying documentation required including billing in accordance with requirements of Rule 132, Attachment B, payers, and accreditation bodies.
- Provide community support services off site that match assigned individuals' needs and to collaborate with Service Coordinators in providing the service in accordance with the standards of Rule 132 and Sertoma procedures.
- Provide case management services including outreach and engagement and complete required documentation according to standards of Rule 132, Attachment B, payers, and accreditation bodies.
- Facilitate groups both on and off site and complete required documentation including timely completion of billing notes according to Rule 132 standards and Sertoma procedures.
- Maintain records of individuals assigned in accordance with Rule 132, Attachment B, and Sertoma policies.
- Maintain open and effective communication with agency and provider staff, family, and others in response to client's identified training needs, client assistance/service needs, ISP follow-up, and input on adaptations needed to enhance progress toward goals. Work cooperatively with staff to ensure appropriate access to services as identified during the ISP process.
- Maintain relationships with local mental health providers, community psychiatric hospitals, and other support services in order to expand services and enhance supports to individuals served.
- Promote the awareness of mental health, both internally and externally.
- Function as an advocate ensuring protection of an individual's rights while providing a training element to empower persons with disabilities to understand and protect those rights.
- Fulfill other functions on the team, as needed.
- Comply with all Sertoma policies and procedures as established.

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

If interested, please apply online via our web site, www.sertomacentre.org,
click on "Career Opportunities" and "Search Here."