

## JOB OPENING

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

**POSITION TITLE:** Crisis Stabilization Casemanager  
Full-Time

**POSITION REPORTS TO:** Crisis Stabilization Supervisor

**POSITIONS SUPERVISED:** None

### **POSITION SUMMARY:**

Our Casemanagers are a valuable part of our Community Mental Health Team. They are highly motivated, compassionate, and make a difference in the community and in the lives of the individuals we serve. Join us and support individuals in developing skills to manage mental illness, socialize with others, and decrease reliance on professional supports. This position provides linkages and referrals for individuals discharging from psychiatric units to community services and outreach services for individuals referred who have been difficult to engage. The services are provided in settings most convenient for the individuals served. The Crisis Stabilization Casemanager seeks to build trusting relationships with individuals post-crisis and to engage them in community mental health services. The position maintains collaborative relationships with staff at psychiatric units and local mental health provider agencies in order to provide effective linkages and referrals. This position requires use of a private means of transportation to provide services in environments most convenient to the individual.

As a Casemanager, you will become part of a team that supports individuals served in their path toward recovery within a community setting. This position typically works Monday through Friday from 8:00 AM to 4:00 PM, with some evening hours based on individual needs. Sertoma Centre offers opportunities for professional growth; you will receive weekly clinical supervision required for licensure provided as part of employment and free on-site CEUs offered at least four times/year. Additionally, you will receive competitive wages, eleven paid holidays, and generous paid time off. Employees are also offered a variety of insurance coverage, including PPO & HMO medical and dental plans, vision, employer paid life and long-term disability coverage, and a tax exempt retirement savings option with an employer match.

### **POSITION RESPONSIBILITIES:**

- In collaboration with the Crisis Stabilization Supervisor, assess the needs and provide linkage and referrals for individuals discharging from psychiatric units to community services. Maintain a working knowledge of available resources and mental health services in the community.
- Provide assertive outreach services for individuals referred who have been difficult to engage within timelines specified by Sertoma policy and payers. Utilizing evidenced-based models, actively engage individuals referred in a trusting relationship in an effort to facilitate their participation in mental health services.
- Complete all necessary assessments including the Mental Health Assessment, LOCUS, and required documentation including billing notes in accordance with Rule 132 standards.
- Collaborate and effectively communicate with staff at local psychiatric units, mental health provider agencies, and community resources in an effort to provide efficient and effective referrals and linkage.
- Maintain a working knowledge of public benefits, community resources, and available mental health services, including the most effective way of accessing the resources/services needed.
- Maintain records of individuals served in accordance to Sertoma Policy, Rule 132, Attachment B, payers, and accreditation bodies. Assist Supervisor in conducting regular quality assurance of records.
- Participate in team meetings, maintaining current knowledge and understanding of the treatment, progress, goals, and needs of each consumer.

### **QUALIFICATIONS:**

- Bachelor's Degree in Human Services related field required. Master's Degree preferred.
- Minimum of one year experience working with individuals with psychiatric disorders and working knowledge of the recovery model preferred.
- One year case management, linkage, outreach, and/or community support experience preferred.
- Experience with Medicaid Rule 132 documentation and billing requirements preferred.
- Ability to work in a variety of environments and willingness to provide services in location most convenient to the individual served.
- Experience with mental health services community resource networking preferred.
- Valid Illinois driver's license and documentation of current auto insurance, with a good driving record and private transportation available.
- Must be willing to work evenings/weekend hours as necessary and be on call to respond to emergencies.
- Proficiency in the use of computers and basic knowledge of Microsoft Word and Outlook applications, with good typing skills.

### **ONLY ONLINE APPLICATIONS WILL BE ACCEPTED**

If interested, please apply online via our website, [www.sertomacentre.org](http://www.sertomacentre.org), click on "Career Opportunities" and "Search Here."