



CLASS SPECIFICATION FOR
MH/MR Case Manager

GENERAL STATEMENT OF DUTIES: Provides screening, counseling, case management, training or other specific treatment or rehabilitation activities as directed; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An incumbent performs assigned case management activities under general supervision but must exercise independent judgment in daily interactions with clients and service providers. In some programs or assignments, the incumbent may serve as a lead worker or senior resource staffer and supervise the work of staff and a unit or section in the supervisor or manager's absence. General supervision is received from an MH/MR Community Support Supervisor, MH/MR Program Coordinator or MH/MR Program Manager.

EXAMPLES OF WORK (illustrative only):

- Conducts intake interviews by telephone or in person;
- Conducts assessment of clients through interview or social history under close supervision;
- Performs ongoing counseling, treatment, or case management under close supervision;
- Visits clients at home or at school to conduct assessment, to provide treatment, or to motivate client to receive services;
- Refers clients to appropriate community or institutional resources as called for in treatment or case management plans;
- Maintains clinical, case management, and administrative recording as required;
- May lead clients in group socialization activities;
- Conducts collateral contacts with family of clients or other community caregivers involved with the client;
- Conducts regularly scheduled reviews of service plans for all active cases;
- May supervise or lead the work of MH/MR Training Specialists or MH/MR Training Assistants;
- Performs case management functions for assigned caseloads to include individual needs assessment, service planning, linking, and monitoring of service deliveries;
- May perform ongoing counseling and prevocational rehabilitation training;
- May instruct clients in independent living skills;
- May develop and implement client specific treatment plans;
- May perform on-the-job training for clients;
- May supervise transitional employment of clients;
- May perform transitional employment work tasks in client's absence;
- May transport clients to and from work or program sites;
- May provide crisis counseling;
- May lead clients in recreational or educational activities within or outside facility;
- Acquires and maintains information on available community resources;
- Expands own knowledge by such means as academic study, independent reading and attending outside conferences, workshops and seminars;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of principles, practices and methods of treatment and/or rehabilitation of individuals with a disability of mental retardation or mental illness; some knowledge of mental health and/or mental retardation and related problems; good interpersonal skills which include the ability to empathize, demonstrate respect, communicate, reflect feelings and confront constructively; ability to relate freely to and work effectively with clients and professionals from all levels of the community; adherence to basic ethics appropriate for any helping relationship; ability to write concisely and coherently; demonstrated ability to use good judgment.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in a behavioral science; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Some positions may require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position, or standards established by the State.



County of
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