



Center for Human Services

Building a stronger community...one family at a time.

Mailing Address: 17018 15th Avenue NE • Shoreline WA 98155 • 206-362-7282 V/TDD • Fax 206-362-7152 • Email: admin@chs-nw.org

Job Announcement **Mental Health Case Manager**

Want to join an innovative community-based organization? If you value social justice, are committed to providing quality services, and are not afraid of challenges, we want to talk with you. Center for Human Services (CHS) is currently seeking the right clinician to join our team. We offer our staff an EXCELLENT benefit package which includes fully paid health, vision, dental, pharmacy, life, and long-term disability insurance, as well as a generous leave package.

The Mental Health Case Manager works with dynamic team of therapists to provide quality case management for enrolled clients, program assistance to program managers and conduct client intakes. This position is full time and located in various locations in Shoreline, WA. Salary \$16.00 per hour.

Job Requirements:

- High School Diploma, or equivalent, some college strongly preferred
- One or more years of experience working with children and families
- Valid WA state Driver License and reliable transportation
- Knowledge of community social services resources and how to access the resources
- Experience with diverse populations
- Excellent organizational/administrative skills
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Ability to work cooperatively as part of a team
- Ability to adapt to change
- Sense of humor

CHS is a non-profit organization with a great work environment, including staff who are passionate about and dedicated to the community. If you want to join an established organization at a time of growth and transformation, this is the place.

To apply, send resume and cover letter to jobopportunities@chs-nw.org. Full job description can be found below:

Job Description **Mental Health Case Manager**

GENERAL DESCRIPTION

Works with a dynamic team of therapists to provide quality case management for enrolled clients, program assistance to program managers, and conduct client intakes. This is non-exempt position.

MAJOR RESPONSIBILITIES – Specific for this position

- Provide office, community, and home-based case management to identified families enrolled in Infant-Early Childhood Mental Health Services
- Provide intakes to clients in the Mental Health Programs, via Open Access
- Assist Infant-Early Childhood Mental Health Program Manager with tasks related to program operations
- Assist in community outreach and marketing to support referrals to Infant-Early Childhood Mental Health Program
- Participate in program development and evaluation of the Mental Health programs
- Actively promote CHS programs to families and individuals; develop and maintain relationships with community contacts, referral sources, and other professionals and agencies



Behavioral Health & Family Support
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- Maintain accurate and thorough clinical records as per agency, county and state requirements
- Provide input and report to leadership regarding the needs of clients and improved ways of offering services and supervision.
- Participate in individual supervision, staff meeting, staffings, and all-staff meetings as scheduled
- Maintain a professional and courteous attitude to all clients, partners and community members

MAJOR RESPONSIBILITIES – Agency in general

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally competent approach that is integrated with other services
- Participate in creating and maintaining a workplace that values diversity and treats everyone with dignity and respect without regard to race, color, age, religion, creed, gender, gender identity, gender expression, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Utilize teamwork and open communication
- Have prompt and consistent attendance during scheduled working hours
- Provide services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintain documentation in a timely, thorough and accurate manner
- Follow agency policies and procedures, RCWs, WACs, CARF standards, and other external regulations
- Follow CHS's Code of Ethics
- Perform all other tasks as assigned by the supervisor, manager, or a director that furthers the success of programs and/or the agency

MINIMUM REQUIREMENTS

- High School Diploma or equivalent. Some college strongly preferred.
- One or more years experience working with children and families
- Valid Washington State Driver's License and reliable transportation
- Experience navigating different systems (schools/families)
- Knowledge of community social services resources and how to access the resources
- Experience with diverse populations
- Excellent organizational/administrative skills
- Possess or obtain National Provider Identifier (NPI) for healthcare services performed
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Experience and demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services
- Ability to work cooperatively as part of a team
- Ability to work in an unstructured and unpredictable setting; ability to adapt to change
- Sense of humor

CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education and support to children, youth, adults and families.

Our Values: Embrace diversity, provide accessibility, champion collaboration, demand accountability, personify integrity, and have fun.