



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) currently seeks case manager to join our team. We offer an EXCELLENT benefit package for the employee which includes fully paid health (with no deductibles, no copays, and no co-insurance), vision, dental, pharmacy, life, and long-term disability insurance, 403-B Retirement Plan with up to 3% match by CHS, as well as a generous leave package.

The Mental Health Case Manager 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 a full time, non-exempt position located in Bothell, WA. Salary is \$23.23-26.00 per hour depending on years of experience.

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.

MAJOR RESPONSIBILITIES – Specific for this position

- Provide office, community, and home-based case management to identified families enrolled in our Mental Health Services providing services to youth, families and adults
- Provide intakes to clients in the Mental Health Programs
- Develops and implements a case management plan in collaboration with the client, therapist, resources, other appropriate professionals, and client's support network to address needs and goals
- Conducts telephonic, face-to-face or community visits as required
- Engagement in on-going self-exploration and growth related to race, power, and privilege.
- Passion for working in community mental health
- Commitment to confronting racism, sexism, heterosexism and other discriminatory practices
- Assist Mental Health Program Manager with tasks related to program operations



- Assist in community outreach and marketing to support referrals for the 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
- 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, consults, and all-staff meetings as scheduled
- Maintain a respectful attitude to managers, colleagues, clients, partners, and community members
- Show good judgement and a positive attitude

MAJOR RESPONSIBILITIES – Agency in general

- Provides strengths-based, family-focused, client-centered, trauma-informed services, utilizing an intercultural competent and culturally responsive approach
- Utilize teamwork and open communication
- Self-directed and motivated
- Ability to critically assess situations, work independently and tactfully handle potentially challenging situations
- 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 of 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
- Excellent listening and communications skills
- Possess or obtain National Provider Identifier (NPI) for healthcare services performed
- Obtain Agency Affiliated Counselor designation upon hire
- 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 responsive 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

Employee Printed Name

Date

Employee Signature

Date

Supervisor Signature

Date

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.