



Job Title:	Adult Case Manager	FLSA:	Non-Exempt
Department/Group:	Community Support	Reports To:	VP of Community Support Services
Location:		Travel Required:	Yes
Position Type:	Full-time		
HR Contact:	Christal Henderson	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	-----
Job Description: Assist adults diagnosed with either severe mental illness (SMI) substance use disorder (SUD) or co-occurring disorders in gaining needed access to medical, social, educational and other support services within and outside the agency.			
Applications Accepted By:			
Drop off at Comprehend Office 611 Forest Avenue Maysville KY, 41056		Email: chenderson@comprehendinc.org	
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> • Advocate for, coordinate and link participants to needed services and resources. • Identify barriers for accessing services and resources and a plan to address challenges to encourage participants' independence and self-efficiency. • Visit participants in their homes or in the community which may not be handicap accessible. • Serve as a member of a multidisciplinary team. • Maintain a case load. • Provide established number of billable services per month as designated on job plan. • Complete data collection. • Attend staff meetings, in-service trainings and workshops as required. • Complete all documentation in a timely and accurate manner in accordance with medical records guidelines. • Other duties may be assigned. 			
Qualifications and Education Requirements			
<ul style="list-style-type: none"> • Bachelors of Arts or Science Degree in any of the behavioral sciences from accredited institution required. Behavioral Sciences include psychology, social work, sociology, counseling, and human services. • One (1) year of experience in performing case management services or working in the behavioral health field, post degree. • Master's degree in behavioral science may substitute for the one (1) year of experience. • Willingness to obtain required Targeted case management (TCM) certification. 			
Physical Requirements			
<ul style="list-style-type: none"> • Capable of visiting participants in their own home which may not be handicapped accessible. • Capable of operating a motor vehicle 			
Special Requirements			
<ul style="list-style-type: none"> • Travel required. • Valid driver's license and dependable transportation. 			
Reviewed By:	VP of Community Support Services	Date:	2/20/2024
Approved By:	Human Resource	Date:	2/20/2024
Employee Signature:			
Last Updated By:	2/20/2024		