



Job Title:	Adult Case Manager	FLSA:	Non-Exempt
Department/Group:	Community Support	Reports To:	Community Support Director
Location:	Fleming	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 mental illness 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: mbreeze@comprehendinc.org	
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> • Provide established number of billable services per month as designated on job plan. • Provide home required number of home visits per client as designated on job plan. • 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 as 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. Behavioral Sciences include psychology, social work, sociology, counseling, and human services. • One (1) year of experience in performing case management services or working with the chronically mentally ill population. • Master's degree in a behavioral science may substitute for the one (1) year of experience. 			
Physical Requirements			
<ul style="list-style-type: none"> • Capable of visiting consumers in their own home which may not be handicapped accessible. • Capable of operating a motor vehicle 			
Special Requirements			
<ul style="list-style-type: none"> • Valid driver's license and dependable transportation. 			
Reviewed By:	Community Support Director	Date:	03/08/2017
Approved By:	Human Resource	Date:	03/08/2017
Employee Signature:			
Last Updated By:	03/08/2017		