



# Community Care Network

## Rutland Mental Health Services & Rutland Community Programs

### **Community Care Network is looking for a Care Manager – Child and Family Outpatient Services to join our team!**

Community Care Network is comprised of Rutland Mental Health Services and Rutland Community Programs. Our mission is to enhance the well-being of our communities, individuals and families through responsive, innovative and collaborative human service

#### **About the Role:**

The Child and Family Services Outpatient Care Manager provides oversight, care management, and skills-building services to children and families experiencing emotional, behavioral, or mental health challenges. The role supports safety, stability, and well-being by coordinating services, promoting symptom management, and helping individuals and families build skills and access natural supports and community resources. Services may be provided at the agency, in the home, or in the community as needed.

#### **Responsibilities:**

- Provide care management, outreach, and after-care services.
- Provide basic living and social skill building, supportive counseling, collateral contact and service coordination to clients as well as consultation, community education and training activities.
- Assess clients' functioning, strengths, needs, and diagnosis.
- Assess for indicators of abuse.
- Provide appropriate therapeutic and crisis interventions.
- Develop treatment plan collaboratively with client by defining goals, specific outcomes, and time frames for treatment.
- Apply appropriate behavior management techniques.
- Provide culturally appropriate, competent and individualized linkage plans in accordance with each client's age, gender and gender identity, sexual orientation, race, ethnicity, religious beliefs and culture.
- As appropriate, develop a mental health assessment resulting in the identification of the individual's mental health service needs and recommendations for service delivery.
- Facilitate access and referral to guardians and conservators, self-help groups, advocacy services, and legal advocacy service when available and necessary.
- Work cooperatively with other members of the treatment team.
- Maintain positive and mutually respectful relationships with other human service providers, agencies, health care vendors, and the community.
- Achieve established utilization management and desired client outcome measures for caseload.
- Maintain compliance at all times with clinical documentation, timelines and agency

policies and procedures including meeting required timeframes for documentation and service notes.

- Report to assigned supervisor and actively seek consultation whenever necessary or requested by supervisor.
- Attend required staff, supervision, trainings and in-service meetings.
- Maintain compliance with confidentiality policies and procedures at all times.

### **Qualifications:**

- Bachelor's degree in counseling, psychology, social work, or human services required.
- Experience working with children and families, providing therapeutic intervention services.
- Must have a valid driver's license, reliable transportation with personal automobile liability insurance coverage at or above the levels mandated by the State of Vermont.
- \*Successful completion of a criminal history background check after hire.
- Must be comfortable providing home visits in a variety of locations throughout Rutland County.
- General knowledge of community resources, standard models of service coordination, and/or experience working in a variety of human services settings.
- Proficient with Microsoft Word and Outlook required.
- Knowledge of EHR software a plus.
- Structured and organized to support those in crisis and in need.
- Ability to provide a positive first impression with clients, team members and outside agencies and present a professional image - as reflected in the employees' work attire and demeanor.
- Competent listening, communication and writing skills.
- Able to handle stressful situations in a calm and professional manner.
- Adept at taking direction well while maintaining a courteous and professional manner in all customer interactions.
- Proficient at multi-tasking and maintaining time management skills

### **What's in it for YOU:**

- Competitive Pay Range \$22.84 - \$25.24 (compensation is typically dependent upon experience)
- Comprehensive Benefit Package
  - o 401(k)
  - o 401(k) matching
  - o Dental insurance
  - o Employee assistance program
  - o Flexible schedule
  - o Flexible spending account
  - o Health insurance
  - o Health savings account

- o Life insurance
- o Paid time off
- o Professional development assistance
- o Retirement plan
- o Tuition reimbursement
- o Vision insurance
- Career Training and Development
- Tuition Discounts

**CCN is an Equal Opportunity Employer.**