



# Community Care Network

## Rutland Mental Health Services & Rutland Community Programs

### **Community Care Network is looking for a Care Manager 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 services.

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

The Care Manager is responsible for managing an assigned caseload of clients through coordination of services, provision of supportive counseling, evaluation and assessment of needs. The Care Manager shall maintain a close working relationship with all members of the treatment team in order to ensure delivery of quality services to clients in an efficient and expedient manner. This role receives regular supervision and support through weekly individual supervision, as well as group consultation. The Care Manager role allows for diverse experience, opportunities for growth, and developing skills in working in the mental health/substance use field.

#### **Responsibilities:**

- Facilitate and support completion of regular treatment planning, screening tools, and reassessment
- Accept newly assigned cases in which the diagnostic intake has been completed.
- Coordinate appropriate services while developing effective therapeutic rapport with client.
- Document any modifications to the treatment plan as necessary
- Document all service contacts on a timely basis
- Meet regularly with the immediate supervisor as a means of enhancing professional growth, review and process the provision of case management services, and address administrative tasks.
- Provide training to staff in areas of expertise as requested by supervisor.
- Participate in community education activities as requested by supervisor.
- This position is primarily community based, with some meetings occurring in office.

#### **Qualifications:**

- Associates degree preferred, 3 years working in a related field required
- Knowledge with services, systems, and programs available in the community including primary health care, support services, eligibility criteria and intake processes, generic

community resources, and mental health, mental disabilities, and substance use treatment programs.

- Working knowledge of serious mental illness, mental disabilities, and substance use depending on the population served, including clinical and developmental issues.
- Demonstrated ability to interview and assess clients using appropriate assessment tools; observe, record and report on an individual's functioning. Proficient with the treatment planning process and major components of a treatment plan.
- 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.

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

- Competitive Salary – \$22.84-\$25.24/hour (compensation is typically dependent upon experience)
- Comprehensive Benefit Package
  - 401(k)
  - 401(k) matching
  - Dental insurance
  - Employee assistance program
  - Flexible schedule
  - Flexible spending account
  - Health insurance
  - Health savings account
  - Life insurance
  - Paid time off
  - Professional development assistance
  - Retirement plan
  - Tuition reimbursement
  - Vision insurance
- Career Training and Development
- Collaborative and engaging team meetings with supervision.

**CCN is an Equal Opportunity Employer.**