



Job Description

Position Title:	Mental Health Case Management Supervisor, Collaborative Courts Full Service Partnership (CC FSP)
Employment Classification:	Full-time/ Salary/ Exempt
Reports to:	Clinical Director CC FSP
Department:	Program
Program Summary:	Court Programs includes services through the Collaborative Courts, Full Service Partnership Wraparound Services for Children and Youth. This program offers case management and intensive support to youth served through the Collaborative Courts. The program is funded through a contract with the County of Orange Health Care Agency.
Position Summary:	Supervises the Mental Health Case Managers for the CC FSP to ensure that program objectives are met. Works collaboratively with the Quality Assurance Staff. Supervisor interviews, selects and reviews all reporting staff and represents the programs to the County and the community. A highly visible position within OCF and the community requiring a high level of professionalism

Major Areas of Responsibility:

- Follows and abides by Medi-Cal guidelines, including daily documentation and a 72 hour turn around in submitting progress notes
- Adheres to all areas of contract compliance
- Conducts clinical assessments and develops Care Plans
- Conducts six month and annual assessments and updates Care Plans
- Ensures releases are obtained by staff in order to exchange information
- Over-sees case planning, case recording, database accuracy, and statistical information in accordance with case files in adherence to guidelines for a monthly report of services
- Provides supervision to Mental Health Case Managers who work with youth with histories of Sex Trafficking, Emotional Disturbance and/or Severe Mental Illness and Substance Abuse
- Provides a minimum of one hour of individual supervision per week to BA/BS level Mental Health Case Managers (maximum of 3 staff)
- Reviews Medi-Cal notes and documentation
- Supervisor works directly with youth with histories of possible Sex Trafficking, Emotional

Updated 2/8/19

Disturbance and/or Severe Mental Illness and Substance Abuse

- Ensures timely reporting of any CAR's and/or special incidents that involve staff, youth and/or property
- Meets regularly with Social Service/Probation staff to coordinate service delivery and share information
- Provides Direct Service Hours (DSH) monthly
- Abides by HIPAA regulations and Pathways to Well-Being and Intensive Services
- Participates in Full Service Treatment Team and Child and Family Team Meetings monthly
- Ensures that coordination of care takes place with service providers and families monthly
- Attends court staff meetings as necessary
- Travels throughout Orange County and possibly other counties

Knowledge, Skill and Experience Requirements:

- Master's degree from accredited school, current LCSW or LMFT licensure
- Minimum two years of Licensure, supervisory experience is a plus
- Experiencing writing and/or reading Medi-Cal notes a plus
- Knowledge of Victimology, Sex Trafficking and Criminal Justice System
- Experience working with homeless population
- Must possess a basic understanding of adolescent and child abuse issues
- Must be a skilled writer and comfortable presenting oneself in professional and community settings and facilitating meetings as necessary
- Ability to assign and monitor other's work
- Proficient in Microsoft Office computer applications
- Excellent organizational skills; ability to manage multiple projects
- Positive personality which works well with the team environment
- Ability to relate to a variety of personalities and diverse teams
- Possess a valid California driver's license and proof of automobile insurance. Position requires DMV clearance

Essential Qualities:

- Exemplifies organizational core values of trust, respect and compassion
- Understanding of and passion for the Foundation's mission and vision
- Demonstrates organizational operating principles of communication and teamwork
- Displays the organization's essential attitudes by approaching projects, activities and other job functions with flexibility and a positive attitude
- Excellent relationship building and interpersonal skills
- Enjoys working as part of a team

Working Environment/Physical Requirements: Primarily driving to meetings and trainings. Occasional office work. Position requires use of personal vehicle to transport clients. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 30 lbs.

Modification to work schedule may be made based on need of the Foundation

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Updated 2/8/19