

PLEASE SEND COVER LETTER & RESUME TO:

**Headway Clubhouse
Attn: Jenny Nord
322 McDonough St.
St. Charles, MO 63301**

Email to: jnord@cridercenter.org

Fax to: (636) 946-6528

**Clubhouse Casemanager
Level 12 – Exempt**

A. Description

The Clubhouse Casemanager reports to the Clubhouse Manager and is responsible for delivering services to members. Job responsibilities include:

Core Responsibilities:

- Provide casemanagement services to PSR members as indicated by a client's need: 50%
 - Assessment and monitoring of a client's adjustment to community living and providing guidance and support in the development of adaptive community living skills. Ongoing assessment of a client's status, including personal strengths, progress, problems, and needs.
 - Preparation and/or revision of a specific individualized treatment plan for each client.
 - Encourage client participation and progress in organized treatment programs to assure the planned provision of service according to a client's individual treatment plan.
 - Provide individual assistance to clients in gaining access to a variety of public services, including financial and medical assistance and housing.
 - Interceding on behalf of individual clients in the community to assist in achieving and maintaining community integration.
 - Encourage personal support systems with natural community resources to participate in outreach program for active/inactive participants, to assess client continued community integration.
 - Will seek culturally competent services and service providers to meet the unique cultural needs of each agency consumer and family member.
 - Assist members in development of leisure skills.
 - Maintain necessary contact with clients as authorized.
 - Assess and monitor appropriate level of care in CPRP.
 - Manage service plans according to changes in levels of care.
 - Complete periodic evaluations for Maintenance and Rehab Level PSR members.

- Documentation of services provided 25%
 - Provide documentation of client progress through timely progress notes.
 - Maintain necessary documentation of client chart records according to licensure requirements, funding agencies, and administrative protocol.
 - Maintain agreed upon level of productivity.
- Effective communication 20%
 - Participate as a member of a multi-disciplinary continuous treatment team.
 - Attend supervisory sessions, staff meetings, and/or training sessions as scheduled by supervisor, program director, or VP of Clinical Services.
 - Communicate client information to all key staff who provide services.
 - Participate in the quality assurance process as assigned.
 - Serve as program/client advocate.
- Other duties as assigned by Clubhouse Manager 5%

B. Qualifications

- A mental health professional as defined in 9CSR30-4.030.
- At least two years experience in the mental health field.
- Valid Missouri chauffeur's license.

C. Supervision

The Clubhouse Casemanager receives supervision from the Clubhouse Manager.

Please send cover letter & resume to Jenny Nord at Headway by
Wednesday, November 21st.