

## GENESEE COUNTY

### SUPERVISING CASE MANAGER

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional level position providing administrative work, which involves responsibility for the administration and supervision of Case Managers and subordinate staff in the planning, and implementation of the Case Management program provided by the Mental Health Department. The work is performed under direct supervision of the Specialist (Outpatient Clinic) or his/her designee who may define and limit the work to be performed. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

Provide training, guidance and assistance to case management staff;  
Conduct individual supervision of case management staff;  
Leads and supervises multiple weekly unit staff meetings to accomplish case conferences and to pass on administrative directives;  
Interprets Federal, State and local policies and programs to subordinates under their supervision;  
Assists in the formulation and recommendation of casework or group work policies and procedures;  
Complete internal and external Office of Mental Health and Department of Health regulatory audits;  
Maintains a small caseload as deemed appropriate;  
Refers patients to community agencies that can provide necessary services;  
Attends and participates in in-service training programs for clinic staff and staff members of cooperating agencies and help to train new staff;  
Completes routine staff performance reviews for subordinate staff;  
May transport clients.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern principles and practices of social/human services casework and mental health group work and the ability to apply these in the performance of duties and of community resources to use them effectively. Ability to prepare technical data and prepare clean and accurate records and reports; ability to interpret Federal, State and local laws; ability to plan and direct the work of others; ability to analyze and evaluate reports of staff workers and make sound decisions, ability to organize work effectively; tact, and courtesy.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet.

### **MINIMUM QUALIFICATIONS:**

- A. Registered as a Licensed Master Social Worker, Licensed Clinical Social Worker, Licensed Mental Health Counselor, Licensed Marriage & Family Therapist or a Licensed Creative Arts Therapist **AND** prior experience in a behavioral health setting;
- B. Possession of a Master's degree in Human Services field **AND** two (2) years supervisory experience in a behavioral health setting;
- C. Current employee of Genesee County Mental Health with possession of Waiver of HH+ SMI and Adult BH HCBS Assessor Qualifications.

### **SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

Possession of a valid NYS driver's license.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive Class  
Adopted 4/10/24

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.