

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.  
JOB DESCRIPTION**

**DATE ESTABLISHED** 09/30/99  
**DATE AMENDED** 8/15/07

**JOB TITLE:** Adult Case Manager I

**POSITION NUMBER:** 23-1

**PROGRAM:** Holmes/Washington/Jackson; Bay; Gulf/Calhoun

**COMPONENT:** Case Management Services

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:** Minimum of a baccalaureate degree from an accredited university, with major course work in the areas of psychology, social work, health education or a related human services field and one year experience working with adults who have a serious mental illness, or a minimum of a baccalaureate degree from an accredited university and two years full time or equivalent experience in working with adults who have serious mental illness.

Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within six months of hiring). Completion of Substance and Mental Health (Florida Department of Children and Families) AHCA approved case management training (within three months of hiring).

Compliance with minimum standards for screening of mental health personnel as contained in FS 394.4572.

**SUPERVISOR:** Component Director

**POSITIONS SUPERVISED:** None

**ANNUAL SALARY MINIMUM:** \$24,370

**WAGE AND HOUR STATUS:** Exempt (Professional)

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**DESCRIPTION OF DUTIES AND RESPONSIBILITIES<sup>1</sup>**

**ESSENTIAL FUNCTIONS:** (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Complete thorough assessments of each recipient for whom services are provided.
2. Make home visits to complete each assessment.
3. Obtain collateral information from service providers both previous and current including, but not limited to inpatient, outpatient and medical services.

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<sup>1</sup> Expectations regarding quality and quantity of work are further delineated in the criteria-Base performances appraisal  
23-01 Adult Case Manager I

4. Complete service/treatment plans and reviews.
5. Assist eligible recipients with the implementation of service plan to meet identified needs.
6. Link the recipient with specified services and resources identified in the service plan.
7. Coordinate service delivery for recipients.
8. Monitor service delivery to recipients.
9. Facilitate recipient's access to needed services.
10. Provide continued assessment of recipient's needs and resources to update service assessment and service plan as needed.
11. Provide client related documentation in accordance with Center policies and procedures, component specific guidelines, Medicaid and contract provisions as applicable.
12. Initiate and participate in activities for staff, program and Center development.
13. Complete a minimum of 312 hours (units) of billable services per quarter

**OTHER ESSENTIAL FUNCTIONS:**

1. Travel between multiple service sites.
2. Travel in multi-county service region.
3. Obtain and forward for data entry all information necessary for case opening; maintain client service delivery schedule.

**Copy received by:**

\_\_\_\_\_ **Date:** \_\_\_\_\_