

CARING HEALTH CENTER, INC.

Position Title: Arabic/English Community Support Program Worker and BH Interpreter

General Description:

This position is responsible for providing effective case management services for individuals with Mental Health and Substance Use Disorders through the Community Support Program (CSP) in the Behavioral Health Department and for the Practice Based Care Management Program. Duties include personal encounters to assist clients; telephone client contacts; interpreting within the BH Dept. for the PMHNP-BC Arabic clients; insurance authorizations, processing BH Dept. referrals; completing screenings and assessments of clients; setting goals with clients and documenting all in the Electronic Health Record. Must be able to exercise independent judgment in carrying out work assignments and work under general supervision of the Dept. Director and the CSP Supervisor. Must be able to work as a team member on a multidisciplinary team.

Reports to: Director of Behavioral Health and CSP Supervisor, Zainab Abdi, LICSW

Supervises: N/A

Salary/Status: Non-Exempt

Minimum Requirements:

1. Must speak Arabic and English.
2. Bachelor's degree in Social Work or related field helpful.
3. Basic understanding of co-occurring disorders in mental health, medical and substance use.
4. Three years of work experience with case management or an equivalent combination of education and work experience.
5. Ability to establish measurable, individualized goals and objectives to achieve positive treatment outcomes.
6. Excellent interpersonal skills required for working with patients and staff.
7. Effective written and oral communication skills. Ability to document activities in a concise and accurate manner.
8. Good decision making and organizational skills.
9. Strong computer skills.

Principle Responsibilities and Duties:

1. Provide case management services to individuals with medical or mental health and substance use disorders. This includes, but is not limited to coordinating services for Behavioral Health clients and making necessary referrals to community resources.
2. Familiarity with community resources to assist assigned clients.
3. Considerable knowledge of social work principles and practice, social health, welfare programs and laws governing eligibility for these programs.
4. Problem-solving skills necessary to assist clients in obtaining resources toward a healthy and recovery-oriented lifestyle.
5. Responsible for providing direct services in a client's natural environment, office or telephonically. Assessing Service Plan.

Working Conditions:

1. This position may require the ability to work long hours.
2. This position requires the ability to use a computer workstation, documenting in an Electronic Health Record.
3. Willingness to complete other tasks not listed for the welfare of clients, the BH Dept. and CHC.

I have read the position description thoroughly and have had the opportunity to ask questions I have with regard to it.

Employee's Signature

Date