



BEHAVIORAL HEALTH CASE MANAGER-REPRESENTATIVE PAYEE

Site: Advocates

Starting Wage: \$10ph

Schedule: Fulltime

Non-Exempt
Monday-Friday/Flexible

Driving Required: YES

Open until filled

Essential Functions: Must have a positive attitude in the following: verbal and written communication skills; believe in working as a team, energetic with a sense of humor; maintain professional and productive working relationships with funding sources, individuals receiving services, families utilizing or inquiring about services.

Ability to ensure confidentiality, complete all necessary paperwork in timely manner, strong behavior management background, with the ability to redirect and/or stabilize client behaviors, ability to teach daily living skills to individuals with mental illness, demonstrate awareness of individual physical restrictions and medical concerns.

Assist the individual in accessing community services/resources; complete intake documents, authorization for Representative Payee status forms, budget forms, and other forms as needed to represent the individual. Develop a comprehensive plan for use of person's funds including retroactive benefits which the individual's consents to in writing.

Responsible for ensuring financial resources for the individuals are used in a manner that will improve individual's original living conditions, provide better medical care, and meet Social Security Administration requirements. Maintain contact notes in individual client file and records of income and expenditures and supervisory review of individual's files.

Inform Social Security Administration of changes in status of individuals and provide required annual reports. Ensures all licensing, accreditation standards, federal, and state regulations are met.

QUALIFICATIONS AND EXPERIENCE:

1. Bachelor's degree preferably in social work, family studies, business/accounting; or equivalent experience related to business, Social Security or financial services may be accepted in lieu of a degree.
2. Bi-lingual Spanish
3. Ability to obtain and maintain fingerprint clearance and meet all agency requirements.
4. Complete a pre-employment negative drug screen.
5. Must become bonded to be able to handle funds.
6. Dependable; maintain professional boundaries; multi-task; ability to meet all deadlines.

EOE/AA