



## Job Announcement

### Behavioral Health Case Manager

**ASPIRE    ACHIEVE    INSPIRE**

Looking for an exciting and rewarding opportunity to be a part of an interdisciplinary team that makes a difference in the lives of individuals with intellectual and developmental disabilities, and their families? Achievable is the place for you!

Achievable Health is a nonprofit Federal Qualified Community Health Center whose mission is to provide high quality, integrated care to individuals with intellectual and developmental disabilities, their families, and other vulnerable populations.

**Salary:** \$23- \$24 per hour

Benefits: medical, dental, vision, chiro, life insurance (100% for employee) EAP and 403B Retirement Plan

#### POSITION SUMMARY

The Case Manager, reporting directly to the Licensed Clinical Social Worker (LCSW) provides case management services to coordinate care across the continuum of care to a group of complex individuals with intellectual and developmental disabilities (I/DD) as well as to their families. This work will be done while using principles of trauma informed care through a Justice, Equity, Diversity, Inclusion + Belonging (JEDI +B) lens.

#### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provides case management services to patients, their families and other identified members of the care planning team
- Assist patient/family with the coordination of care internally with the interdisciplinary teams and externally with other community-based social service agencies
- Schedule and maintain the behavioral health calendar including daily appointments and community projects
- Coordinate referrals and authorizations
- Work as liaison between patients and LCSW
- Deliver excellent customer service while interacting with patients, their caregivers, and other guests of The Achievable Foundation.
- Proactively contact patient, family, or other service to ensure all service needs have been met
- Support the patient/family to ensure the patient/family are active participants in the care plan
- Relay any instructions the provider has left for the patient
- Track and report data outcomes to ensure service contract/grant compliance
- Maintains confidentiality and security of Protected Health Information.
- Performs other duties as assigned.



## QUALIFICATIONS

- 1-2 year prior case management experience. AA or BA in Behavior Science or related field, preferred
- Basic knowledge of medical terminology
- Knowledge of full range of public and social services in LA County
- High level of analytical skills work with the complex medical and social needs for patients/families.
- Possess strong interpersonal and communication skills to interact with people of various socioeconomic statuses and ages
- Ability to document information and complete all administrative tasks consistently, timely, and accurately.
- Demonstrated experience of working in an outpatient family practice setting and experience; working within in a community health center, a plus
- Computer literacy in MS Office Suite; knowledge of an electronic health record, a plus
- Ability to maintain patient confidentiality and adhere to HIPAA regulations
- Ability to address sensitive issues with tact and diplomacy

Learn more about how Achievable meets the special needs of children and adults with developmental disabilities by viewing the link [Achievable video](#) or by visiting our website at [www.achievable.org](http://www.achievable.org)

Interested candidate should send cover letter and resume via email to [employment@achievable.org](mailto:employment@achievable.org). Please be sure to include the job title in the subject line.

Achievable is an Equal Opportunity Employer