



Job Announcement

Behavioral Health Case Manager (Part-Time or Full-Time)

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's mission is to provide high-quality healthcare to our community, with a specialty in treating individuals with intellectual and developmental disabilities and their families.

Salary: \$23- \$25 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.

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

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- 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

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

Achievable is an Equal Opportunity Employer