



**MEDALLION**

BEHAVIORAL HEALTH

■ 207 19th Avenue, Paterson NJ 07504 ■ Office 973.473.2343 ■ Fax 973.473.2308 ■ [www.medallionbh.com](http://www.medallionbh.com)

### **Case Manager Position**

Medallion Behavioral Health is a state licensed outpatient partial care program located on the border of Clifton and Paterson, N.J. We service individuals 18 years and older with acute and persistent mental illness. In addition to the therapeutic treatment groups and the many clinical services that we provide throughout the day, we also offer our clients door-to-door transportation (to and from our program), along with nutritious meals and snacks.

We are currently looking to hire a Case Manager to join our clinical team. Please see the necessary responsibilities and skills below.

#### **Responsibilities**

- Advocate, coordinate, and facilitate services as needed (i.e. medical, financial, acute care and basic needs services) for clients with mental health diagnosis.
- Maintain timeliness and accuracy of client records including daily group and progress notes.
- Review and maintain client individual treatment and service plan.
- Facilitate therapeutic groups daily.
- Develop and implement recreation and socialization activities.
- Attend and facilitate weekly staff meetings. Participate as a member of the staff treatment and quality improvement team.
- Assume responsibilities and duties as assigned by the program director.

#### **Skills**

- Compassionate, positive, with a can-do attitude
- Ability to work independently and as part of a team
- Excellent written and verbal communication
- Organization and time management skills
- Ability to familiarize yourself with emerging professional, technical knowledge and therapeutic interventions
- Problem-solving skills
- Computer literate

#### **Requirements**

- Current driver's license
- Bachelor's degree in mental health or human service field
- One-year experience in a mental health-related field
- Bilingual preferred