



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Public Fiduciary Senior Case Manager – Mental Health **FLSA:** E
SERVICE: Classified **REVISED:** 9/19/05

Summary: Under general supervision, performs professional work of unusual difficulty in Public Fiduciary case management and direct services activities involving Mental Health, and performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Performs intake by screening clients to determine needs; plans, services and monitors same.
- Maintains records and statistical information in compliance with County, State and Federal regulations, laws and statutes.
- Documents case activities and manages case files.
- Participates in individual service plans, meetings, and case conferences.
- Serves as a client advocate as needed.
- Provides court-appointed guardian, financial, and personal welfare services to mental health clients.
- Implements court orders by providing for clients' medical and social functioning needs.
- Coordinates client services such as rental, lease, sales, purchase and cleaning of estate.
- Contacts benefits and service providers and advocates for medical care, food stamps, tribal benefits, etc.
- Transports or arranges for transport of clients to appointments for medical care, mental care or financial needs. Acts as authorized signer for services for clients.
- Monitors facilities for clean, safe and adequate living conditions and proper care of clients.
- Develops budgets for clients to ensure adequate funds for sustenance and to meet needs.
- Prepares documents, documentation, photographs and case charting for clients records, for full control of assets and services. Secures titles and insurance coverage.
- Updates and maintains records; gathers, compiles and synthesizes data for reporting purposes; develops summary records and prepares reports.
- Meets with clients on a regular basis to assess their well-being and to accommodate their needs; answers client questions, either in person or by telephone. Interacts and communicates with family members.
- Prepares grievances on behalf of wards.
- Assists in staff training.

Knowledge and Skills:

- Knowledge of statutes, court decisions and legal principles and practices relating to guardianship and conservatorship estates.
- Knowledge of case management principles and practices.
- Knowledge state and federal laws governing custody, placement and treatment of clients.
- Knowledge of social services, community organizations and health services.
- Knowledge of mental health laws, rules and services.

- Skill in interviewing and obtaining information.
- Skill in the use of general office equipment, computers and software
- Skill in working with mental health professionals.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

Bachelors Degree from an accredited college or university in Social, Mental Health, Psychology or Human Services field or related, and three years experience in social, mental health, or human services work. Masters Degree preferred. Must possess and maintain a valid Arizona Driver's License. Must be able to obtain Arizona Supreme Court Fiduciary Certification within minimum allotted time. Must pass a criminal history investigation.