

**RESOLUTION TO AMEND FISCAL YEAR 2018-2019 POSITION ALLOCATION FOR
COMMUNITY CARE CASE MANAGER DEPARTMENT #70307**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2018/2019 Position Allocation covering all positions in the County service; and

WHEREAS, these positions are necessary in the daily operational needs of the District Attorneys Department Fund #70307; and

WHEREAS, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the 2018-2019 Position Allocation to add 1 FTE Community Care Case Manager position to Fund #70307; and

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

Approve the amendment to the Fiscal Year 2018/2019 Position Allocation for the following positions:

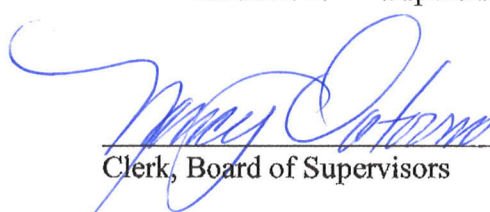
<u>Current District Attorney #70307</u>	<u>FTE</u>
Community Care Case Manager	1.00
<u>Proposed District Attorney #70307</u>	<u>FTE</u>
Community Care Case Manager	2.00

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 6th day of November, 2018 by the following vote:

AYES: Supervisors: SIMPSON, THRALL, GOSS, SANCHEZ, ENGEL

NOES: Supervisors: NONE

ABSENT: Supervisors: NONE



Clerk, Board of Supervisors



Chair, Board of Supervisors

Allocations 2018/2019

CLASSIFICATION		17/18 Positions Adopted	18/19 Positions Requested	18/19 Positions Recommended	18/19 Positions Adopted
DA/SLEF	70307				
Alternative Sentencing Coordinator		1.000	1.000	1.000	1.000
Community Care Case Manager		1.000	1.000	1.000	1.000
		2.000	2.000	2.000	2.000

COMMUNITY CARE CASE MANAGER

DEFINITION

Under general supervision, Plan, coordinate and monitor delivery of services to clients; to facilitate social skills development and socialization; to conduct planned therapeutic activities; to provide personal assistance for clients in securing housing, food, clothing, and basic services; to provide educational groups as needed; to monitor coordination of client services with other agencies and staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized class responsible for coordination and monitoring the provision of a variety of basic counseling, therapeutic activities, and support services for clients. Assignments will differ depending on the department assigned.

REPORTS TO

A wide variety of County management positions depending on the Department or program area of assignment.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

COMMUNITY CARE CASE MANAGER - 2

EXAMPLES OF DUTIES

- Works with professional staff and others to facilitate client socialization and securing of basic needs.
- Provides personal assistance for clients in securing and maintaining housing, food, and clothing.
- Assists clients with the development of independent living skills.
- Provides assistance in securing and maintaining income and health benefits.
- Provides money management assistance.
- Performs crisis management services/referrals, focusing on finding appropriate alternatives to acute inpatient hospital care.
- Facilitates social skill development and socialization activities as determined by client needs, interest, and abilities.
- Develops prevocational and vocational service referrals to a variety of employment programs.
- Develops and evaluates therapeutic social and recreational activities clients.
- Interviews clients and makes appropriate referrals to programs, outside agencies, and specialized services.
- Works with community service and other government agencies.
- Participates in planning, development, and evaluation sessions for clients.
- May have responsibility for development and implementation of a specific therapeutic activity.
- Travels extensively in the performance of services.
- May develop and conduct educational groups.
- Provides client transportation to and from program activities.
- Performs a variety of support assignments.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; some work is performed outside; some exposure to communicable diseases; continuous contact with staff and the public.

COMMUNITY CARE CASE MANAGER - 3

KNOWLEDGE OF

- Basic knowledge of principles, procedures, techniques, and trends of providing therapeutic and counseling services for mental health or alcohol and drug clients.
- Guidelines, procedures, laws, regulations, and requirements for securing basic life services for clients.
- Social aspects and characteristics of mental and emotional disturbances.
- Various activities useful in the treatment and rehabilitation of mental health or alcohol and drug clients.
- Recreational activities.
- Scope and availability of community resources and services, including other mental health and social service agencies.

ABILITY TO

- Coordinates or performs a variety of mental health or alcohol and drug client facilitation and support services.
- Develop and maintain the confidence and cooperation of mental health or alcohol and drug clients and their families.
- Organize and coordinate activities with minimal supervision.
- Assist with the development and implementation of treatment plans.
- Maintain the confidentiality of client information.
- Prepare clear, relevant and accurate reports.
- Communicate effectively, both orally and in writing.
- Effectively represent the Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.

COMMUNITY CARE CASE MANAGER - 4

TRAINING AND EXPERIENCE

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting.

Completion of substantial advanced educational training in Behavioral or Social Sciences is highly desirable. A four-year college degree is preferred.

SPECIAL REQUIREMENTS

Must possess a valid drivers license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.