



Clinical Specialist/Case Manager – Children, Youth & Family Services

Location: Pierre, SD

Agency: Capital Area Counseling Service

Employment Category: Full-time

Employment Type: Hourly

Wage: \$18.90 - \$22/hr., DOE

Benefits: health, dental and life insurance coverage; retirement participation; paid holidays; and vacation and sick leave

*CACCS is a National Health Service Corps (NHSC) approved site which can provide opportunities for student loan reimbursement.

Position Description

The Clinical Specialist provides mental health support services to youth and their families.

Responsibilities for this position include:

- Provide mental health support services for youth and families in accordance with a System of Care model
- Provide case management services to identify needs and assist with referrals
- Develop with the client and family the client's case service plans, crisis plans, and other clinical documents necessary to outline services being provided
- Regularly review and assess client's status with their goals and adjust as needed
- Utilize evidence-based techniques when working with clients
- Complete and maintain documentation required by the State or other funding sources and track all deadlines
- Adhere to all agency policies and state and federal laws regarding confidentiality of medical records
- Ability to work within a team including other community partner agencies and client's family and peers.
- Complete training to be a Medication Administrator and assist with medication monitoring and education

Requirements:

- Minimum of an associate degree in the social sciences or human services field
- Knowledge of mental health services
- Ability to work as part of a team
- Excellent computer skills/proficient in computer applications, specifically MS Office
- Ability to multi-task and prioritize work
- Problem solving skills
- Excellent communication skills, both verbal and written
- Strong organizational skills
- Ability to meet deadlines
- Work hours will include some evening and weekend hours
- May need to use personal vehicle for work-related tasks
- Must have valid driver's license

To apply go to www.cacsnet.org and complete our application. Email the completed application and your resume to kellie.shuman@cacsnet.org

For questions contact Kellie Shuman at 605-224-5811.