



30000 Hivoley St., Inkster, MI 48141 | <https://www.starfishfamilyservices.org> | P 734.728.3400 | F 734.728.3500

Job Description

Job Title: Case Manager (Care Navigator)

Status: Exempt

Reporting to: Case Management/Care Navigator Supervisor

Department: Behavioral Health Services

POSITION SUMMARY:

The Outpatient Case Manager is responsible for the assessment, planning, coordination, and monitoring of Mental Health/Community Services to children ages 0 - 18 years-old/and or adults and their families who reside within Western Wayne County. This is a community-based position.

EDUCATION AND EXPERIENCE:

- Must meet criteria as a Child Mental Health Professional (CMHP).
- Minimum if a **bachelor's degree** in a mental health, or related field, from an accredited school.
- Minimum of 3 years of supervised experience in the examination, evaluation, and treatment of minors (ages 0 - 18) and their families is required.
- Prior experience working in a Community Health setting preferred.

COMPETENCIES AND ABILITIES:

- Knowledge of various systems operating in Wayne County (i.e. Community Mental Health, Department of Social Services, Juvenile Court, Probate Court, School).

DUTIES AND RESPONSIBILITIES:

- Maintain a minimum of monthly face-to-face contact with the family regarding the client's case and the family's needs in the family home, school, and/or other community setting.
- Develop/maintain liaison relationships with various community facilities.
- Develop, in a timely manner, a written client comprehensive assessment and service plan, which identifies the needs of the client/family.
- Assist the family in advocacy for the development and provision of appropriate community services for the client.
- Facilitate the out-of-home placement of a client when necessary.
- Develop and maintain a comprehensive database of current community resources for staff and clients.
- Work flexible hours to accommodate the needs of the program and clients.
-



- Participate in and contribute to staff case reviews and staff training in collaboration with mental health therapist.
- Responsible for keeping client files in order and up to date.

LICENSING AND OTHER REQUIREMENTS:

- Must have reliable mode of transportation Must possess a current valid State of Michigan chauffeur's driver's license and automobile insurance that is insurable. Must meet SFS and our insurance carrier guidelines for the transportation of children/ clients.

Starfish Family Services is an equal opportunity employer. It is the policy of SFS not to discriminate in its employment and personnel practices because of a person's race, color, creed, religion, sex, national origin, age, height, weight, marital status, disability or any other basis protected by federal, state, or other applicable law.



30000 Hiveley St., Inkster, MI 48141 | <https://www.starfishfamilyservices.org> | P 734.728.3400 | F 734-728-3500

Job Description

Job Title: Outpatient Clinician/Therapist

FLSA: Exempt

Reporting to: Outpatient Supervisor

Department: Behavioral Health Services

POSITION SUMMARY:

The Outpatient Clinician/Therapist - Child & Adolescent provides direct clinical and therapeutic services to the children, youth, families, and adult clients of Starfish Family Services. The position is part of a team that supports one another and constantly works to inspire an employee culture that reflects Starfish Family Services' mission of strengthening families to create brighter futures for children.

EDUCATION AND / OR EXPERIENCE:

- **Master's degree** in social work, counseling, psychology, OR another related human services field required.
- Current valid professional licensure/certification in the State of Michigan.
 - LLMSW
 - LMSW
 - LLPC
 - LPC
 - LLP
 - LLMFT
- At least one year of experience in the assessment, diagnosing, and treatment of children and youth which may include intern, volunteer, and professional child and family services work is required.
- At least one year experience with multiple major human service delivery systems (Department of Health and Human Services, public health, education, etc.) is preferred.

DUTIES AND RESPONSIBILITIES:

- Provide individual, group and family treatment to assigned clients with mental health and co-occurring disorders (developmental disabilities and/or substance abuse) while maintaining a caseload and weekly productivity expectations as determined by supervisor.
- Maintain clinical charts in an accurate and timely manner to include, but not limited to assessments, treatment plans, and all other Michigan Department of Community Health chart requirements.
- Actively collaborate with other Starfish Family Services departments to ensure clients are receiving appropriate services based on their level of care.



- Maintain cooperative working relationships with educational, legal, health, social welfare, and mental health systems.
- Participate in professional development activities, including in-service training, peer review, external workshops, and seminars, etc.
- Adhere to all Starfish Family Services policies and procedures as it relates to documentation, training requirements, Community Mental Health guidelines, and confidentiality.

COMPETENCIES AND ABILITIES:

- Comprehensive therapeutic skills including assessment of children and adults, providing clinical services to groups and/or individuals, assisting clients in identifying and utilizing strengths to build treatment plans, and knowledge of developmental stages, and impact of trauma on development.
- Ability to work flexible hours consistent with program needs (i.e., some evenings or weekend work is required).
- Ability to demonstrate compassion and sensitivity, and to respect the privacy and special needs of our clients.
- Development and implementation of Individualized Plan of Service utilizing Person Centered Planning.
- Knowledge of theory and practice of individual, group and family systems treatment.
- Competence in the delivery of crisis intervention services, and in brief and time-limited therapy.
- Adequate knowledge and experience with technology / Telehealth services is preferred.

LICENSING AND OTHER REQUIREMENTS:

- Valid driver's license and / or reliable transportation.
- Must be COVID-19 vaccinated, or partially, with the ability to complete within 30-days of employment. Circumstances preventing vaccination, and corresponding accommodations will be reviewed and considered.

Starfish Family Services is an equal opportunity employer. It is the policy of SFS not to discriminate in its employment and personnel practices because of a person's race, color, creed, religion, sex, national origin, age, height, weight, marital status, disability or any other basis protected by federal, state, or other applicable law.