



Job Description

LifeTime Resources Mission Statement:

Working together to provide services that help people maintain their independence

LifeTime Resources Core Values:

Compassion

Cooperation

Commitment

Job Title:

SMI Care Manager

Supervisor:

Home & Community Care Director

Division:

Home & Community Care

FLSA Status:

Exempt

Position Overview:

Responsible for carrying out the scope and duties of the Severe Mental Illness grant, working with the Director of Operations and Home & Community Care Director to carry out the grant. Grant period is 7/1/23 – 6/30/25.

Essential Functions:

- Responsible for carrying out the grant until completion, seeing grant through planning, implementation, and final write up.
- Trained in Healthy Ideas Screening.
- Responsible for surveying all current Home Care Managers, Options Counselors, Sentry Services Case Managers, and Supervisors regarding current mental health resources, include results in final write up.
- Oversee Options Counselor, Home Care Managers, Sentry Services Case Managers, and Supervisors completion of all SMI related training.
- Gather resources in each county served Dearborn, Jefferson, Ohio, Ripley, and Switzerland, ensuring adequate research of entitlements, insurance coverage, training/webinars, and virtual options to care.
- Develop working relationships with Community Mental Health Center and Centerstone to begin conversations about how to better work together, including best practices for communication and referrals.
- Develop data collection methods, social determinants of health assessment, and initial/follow up survey, ensuring collection of all data points including unmet needs.
- Training on the Medication Discrepancy Tool to be used during in-home visits.
- Provide intensive SMI Care Management to those identified as having a SMI on a current caseload and future individuals. Prior to speaking with each individual, complete a thorough review of their current service plan and services, then have a conversation with each individual about how services are going for them, are they receiving enough hours. Speak with each individual about their supports and involvement.
 - Survey each individual on self-reported mental health
 - Survey each individual on social determinants of health
- Encourage individuals to connect with CMHC or Centerstone if they currently have a Home Care Manager, determine who that Home Care Manager is. If they do not have a

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CMHC or Centerstone Case Manager, encourage they reach out and place a referral if necessary.

- If they have a D-SNP Case Manager, update them regarding the case and any needs the individual has.
- Inform each individual of resources found during the planning phase
- Inform each individual of entitlements they can apply for
- Inform each individual of insurance coverage available to them under their current insurance provider
- During grant wrap-up, re-survey individuals on self-reported mental health & social determinants of health. Compare/contrast initial surveys & follow up surveys, include in final project write up
- Develop reports through the data collected
 - Include data in write up of findings and best practices
 - Identify reoccurring themes and patterns, include break down by gender, race, education level, annual income, length of time with an involved SMI provider
- Develop best practices and approaches for Case Management with working with severe mental illness
 - Ways to support and engage the individual
 - Examples of things that did and did not work out well and why
 - How to support racially and ethnically diverse older adults with SMI, learned through the training
 - Present to Home & Community Care staff regarding project findings, best practices, and resources found, with the end goal that these will become a part of everyday Case Management

ADMINISTRATIVE/GENERAL

- Attends meetings and trainings and keeps abreast of issues and information necessary to perform work duties.
- Adheres to agency policies and procedures.
- Understands, supports, and models the agency's Mission-based Values.
- Engages in other related activities or special projects as required or assigned.
- Works to achieve established program productivity standards.

The essential functions identified here are a representation of those duties required of this position and in no way are intended to be a complete list.

Performance Requirements:

Knowledge, Skills, Abilities, & Mental Demand: Clerical and computer skills, including ability to use Microsoft Office Suite; written and verbal communication skills; listening skills; interpersonal skills; customer service skills; reasoning and problem-solving skills; ability to work with minimum supervision; public speaking and presentation skills; networking skills; telephone skills; ability to perform multiple concurrent tasks in an organized manner.

Physical Effort: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently; ability to climb stairs and independently access all customer homes.

Working Conditions: Office environment, regular travel in a personal vehicle; customer homes; possible exposure to bodily fluids; customer contact; occasional inclement weather.

Education, Experience and Training: A registered nurse---or---A Bachelor's degree in Social Work, Psychology, Counseling, Gerontology, Nursing or Health & Human Services---or---A Bachelor's degree in any field or---A Master's degree in Social Work, Psychology, Counseling,

Gerontology, Nursing or Health & Human Services may substitute for the required minimum of two full time direct services experience---or---An Associate's degree in Nursing---or---An Associate's degree in any field.

I have read and understand the responsibilities and requirements of my job description.

Employee Signature Date