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# Example of Behavioral Health Care Manager Job Description

Our growing company is searching for experienced candidates for the position of behavioral health care manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for behavioral health care manager

* Review information and document findings from Members, families, providers, and other involved persons to determine an appropriate level of care
* Conducts clinical screening, make appropriate determinations regarding level of care based on medical necessity criteria, and complete authorizations within established timeframes
* Direct Member care through the authorization of services and discharge planning
* On-Call Responsibilities as scheduled
* Consult with supervisor to make determinations on exceptional cases
* Maintain caseload
* Care management involves use of psychoeducation and monitoring, provision of patient education tools, face to face interventions when warranted, and collaboration with primary care clinicians to ensure appropriate support and management of mental health symptoms
* Collaborates with clinicians and social service providers to assess physical, behavioral, social and transitional care needs and to develop person centered, integrated, recovery oriented service plans that appropriately match service to need
* Documents all determinations, notifications, interventions and telephone encounters in the appropriate system and in accordance with established documentation standards and regulatory guidelines
* Develops, evaluates and adjusts current and future staffing based upon patient care needs and initiates adjustment as needed

## Qualifications for behavioral health care manager

* RN, LCSW, LMSW, LMHC, LPC, LMFT, or Clinical Psychologist, to practice as a health professional within the scope of licensure in applicable states or territory of the United States required
* Master’s Degree in a behavioral health field, required
* Required Other Knowledgeable of and comply with state and federal statutes, rules and policies that affect the members
* Required Intermediate Microsoft Excel Ability to define problems, collect and interpret data, establish facts, draw valid conclusions and process work to completion
* Preferred Intermediate Microsoft Access Bi-lingual (Spanish and English) capabilities in reading, writing and speaking preferred
* Master's degree in Counseling, Marriage and Family Therapy, or Social Work from an accredited institution (degree will be verified)