

Case Manager

Job Summary:

Professionals Resource Network, Inc. ("PRN") is an operator of the State of Florida's professionals health program. Through the program, PRN coordinates and manages the evaluation and referral of licensees and licensure applicants to approved treatment programs and treatment providers and then monitors the progress of program participants. The purpose of the program is to serve potentially impaired practitioners for the protection of their wellbeing, and the health, safety, and welfare of the public. PRN does not provide direct patient care.

The preferred candidate will provide case management to PRN participants, including arranging evaluations, treatment admissions, and developing contracts. The Case Manager consults and coordinates with healthcare professionals, Florida Department of Health (DOH), Florida Department of Business and Professional Regulation (DBPR), evaluators, treatment providers, hospitals, employers, and others.

This is a fulltime, onsite position in Northeast Florida.

Responsibilities and Duties:

- Ensure participant compliance with all aspects of their monitoring contract, including toxicology testing, timely receipt of reports from providers, facilitators, employers, etc.
- Review and staff cases with the Clinical Team
- Prepare correspondence to be sent to DOH, DBPR, boards, employers, other state programs, and others as needed and required.
- Routinely review case progress
- Review and coordinate case exit or referral when necessary
- Maintain and follow program policies and procedures
- Utilize Electronic Medical Records System

Requirements and Skills:

- Proven case management experience with substance use disorders and mental health
- Excellent verbal and written communication skills are a must
- Excellent time management and organizational skills
- Experience with Microsoft Office and electronic medical records

Education, Experience:

- Minimum of two years direct clinical work in behavioral health or medical type practice
- Minimum masters degree or equivalent preferred, will consider bachelors degree with proven clinical experience

Please submit resume with three letters of reference to tish@flprn.org