

Intake 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 Intake Case Manager is the initial contact person for program referrals. They are responsible for conducting a comprehensive intake with the referral, arranging evaluations, treatment admissions, and developing contracts if indicated. The Intake 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, attorneys, and other state programs.

This is a fulltime, onsite position in Northeast Florida.

Responsibilities and Duties:

- Conduct initial comprehensive intake
- Review and staff case with the Clinical Team
- Arrange evaluations/treatment
- Review evaluation and/or treatment recommendations
- Prepare correspondence to be sent to DOH, DBPR, their respective boards, employers, other state programs, and others as needed and required
- Routinely review case during intake staffings
- Maintain and follow program policies and procedures
- Utilize Electronic Medical Records System

Requirements and Skills:

- Proven case management experience with knowledge and 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 system

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