



Seeing Strengths. Creating Options. Restoring Health.

**POSITION ANNOUNCEMENT**  
**Case Manager II – ACT Team**  
**Guild St. Paul Area**  
**(0.8 FTE: Sun to Wed)**

**Purpose:**

This position is responsible to help individuals who have serious and persistent mental illness and / or substance disorders live self-directed and satisfying lives by providing services directly, minimally using outside resources and diverting hospitalizations by finding alternative interventions whenever possible. When there are other providers, there is close coordination and collaboration with these other outside resources to ensure the best possible service.

**Required Education and Experience:**

The Case Manager shall be qualified under Minnesota law as a Mental Health Practitioner as follows:

1. Holds a Bachelor's Degree in one of the behavioral sciences or related fields from an accredited college or university and has 2,000 hours of supervised experience in the delivery of services to persons with mental illness.

OR

2. Holds a Master's Degree or other graduate degree in one of the mental health professional disciplines from an accredited college or university.

*One-year work experience in psychosocial rehabilitation settings is also desirable.*

**Other Requirements:**

- Must be ambulatory and able to negotiate stairways.
- A valid Driver's License in the state of residency, reliable vehicle, satisfactory driving record and liability insurance coverage per policy.
- The ability to lift and carry heavy weights up to or exceeding 40 pounds.
- Ability to perform CPR and first aid, and respond to emergency situations.
- Must not be actively receiving services from Guild Incorporated and must not have received services within the last two years.

**Key Responsibilities:**

- Assess needs, identify goals, and plan service so that participant's needs are met and goals are enhanced.
- Communicate consistent information and offer assistance to the team to ensure continuity of service for the clients served.
- Ensure services are documented in individual records so information is readily available, results of services can be determined, and record-keeping standards are met.
- Provide flexible individualized support so clients can lead self-directed lives.
- Access available community and housing resources so that necessary and relevant resources match client needs and desires.
- Facilitate information among others involved, to provide coordination and define service direction to attain clients' goals.
- Provide crisis assessment and intervention so clients receive the assistance they may require to be safe in their home and in the community.
- Promote an inclusive, diverse, culturally competent and respectful work environment.

**About Guild Incorporated:**

Guild Incorporated helps individuals with mental illness lead quality lives. We provide an array of recovery-focused, community treatment and rehabilitation services for individuals 16 and older who have serious mental illnesses such as schizophrenia, schizoaffective disorder, and bipolar disorder. On any given day, Guild staff serves nearly 900 individuals in the Twin Cities metro area. Services are mobile, provided in the community when and where needed.

Assertive Community Treatment (ACT) Services help individuals with serious mental illness, and sometimes a co-occurring substance use disorder, that experience great difficulty meeting and/or sustaining everyday needs, to improve their quality of life. Services are community-based to meet intensive treatment needs.

**To Apply: Submit cover letter and resume to: Open until filled, initial review of applications on May 30<sup>th</sup>.**

**Mail:** Guild Incorporated  
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130 South Wabasha  
Suite 90  
St. Paul, MN 55107

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**We are an Affirmative Action and Equal Opportunity Employer.**