POSITION DESCRIPTION

POSITION TITLE:
Substance Abuse Case Manager

CLASSIFICATION TITLE:
Client Services Provider 4

POSITION LOCATION:
To be determined

POSITION UNDER THE SUPERVISION OF:
Substance Abuse Services Director

POSITION SUMMARY:
This position is responsible for managing an assigned caseload of adults diagnosed with substance use disorders. The incumbent is responsible for assessing client needs, developing, implementing and reviewing service plans, and working with NWCS staff and other community resources in meeting/achieving client service needs.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Accepts newly assigned cases in which a licensed provider has completed the diagnostic assessment. Completes case management assessment on all clients assigned to case manager

2. Develops appropriate individual services plans (ISP) with clients as the means for implementing appropriate services.

3. Provides on-going supportive and/or case management functions in accordance with the problems, needs, and the strategies identified within the service plan in order to assist the clients achieve the stated goals and objectives.

4. Maintain communication and collaboration with Northwestern crisis services, Western State Hospital, and Detox programs regarding client referrals and provision of services.

5. Provides ongoing face to face reviews with the client on a regular basis to assess the progress made in reaching service goals so that the service plan can be modified as necessary to ensure that the goals and objectives are being achieved.
6. Documents all service contacts within 24 hours of contact including face-to-face, collateral and networking contacts. Demonstrate appropriate & complete documentation of treatment – related information including treatment plans and reviews, progress notes, correspondence, releases of information, etc…. in compliance with agency standards and DMAS regulations.

7. Participate in the Intensive Outpatient Program (IOP) as needed as a means of supporting the client’s treatment plan goals as well as communicating with the facilitators of the program regarding client progress.

8. Participates in interagency planning and service coordination activities as directed to improve and enhance service continuity and effectiveness for clients.

9. Participates in regular interdisciplinary staff meetings, doctor staff meetings and Substance Use Program supervision

10. Participates in regular group supervision and individual supervision as a means of enhancing professional growth, reviewing the provision of clinical services, and addressing administrative issues.

11. Maintains close communication with the consulting psychiatrist for input regarding medication compliance, side effects of medication, and medication changes and alerts identified staff of any changes in client adjustment which might suggest decompensation and a need for intervention.

12. Maintains collaborative relationships and communication with community referring agencies to formulate appropriate collaborative intervention strategies.

13. Performs other duties as assigned by the supervisor, which are consistent with the position and in compliance with agency policies and procedures.

ESSENTIAL KNOWLEDGE AND ABILITIES:

Knowledge:

Considerable knowledge of substance use disorders and DSM 5 disorders of adulthood. Knowledge of utilizing assessments in treatment planning for case management. Knowledge of community referring agencies and collaborative intervention strategies.

Abilities:

Demonstrated ability to develop effective service plans and strategies to meet identified needs; to work effectively with community resources in coordinating services for clients; to work closely and effectively with clients, and other professionals; to gather and document necessary client information, write reports and maintain client records; to effectively communicate both verbally and in writing, and to maintain confidentiality according to all relevant regulations and agency requirements.
Qualifications:

A bachelor’s degree earned from an accredited college or university in relevant human services and at least one year's experience working with clients with substance use disorders to meet the status of Qualified Mental Health Professional (QMHP) according to DMAS requirements also required.

SALARY RANGE:

Level 4F

FLSA STATUS:

Exempt

VERIFICATION OF ACCEPTANCE OF POSITION RESPONSIBILITIES:

This is to certify that I have read the above position description and accept the duties and responsibilities required of this position.

_____________________________________  ______________________________
Employee’s Signature      Date

_____________________________________  ______________________________
Substance Abuse Services Director               Date

_____________________________________  ______________________________
Chief Executive Officer’s Signature    Date

/lep