

Job Description

Title: Case Manager

Nature of Work: Work directly with residents of social model program to help them achieve and maintain a healthy, substance-free lifestyle

Supervisor: Clinical Director

Required Qualifications:

- Minimum requirements: CADAC or be CADAC eligible or Bachelor's Degree in Relevant Subject
- Minimum 1 year experience in human services or equivalent academic and work experience
- Strong interpersonal skills
- Excellent written and oral communication skills
- High standard of excellence
- Excellent attention to detail
- Sensitivity and open-mindedness
- Knowledge of Motivational Interviewing, Trauma Informed Care, and Transtheoretical Model of Behavior Change.
- Basic Understanding of the Social Model of Residential Treatment for Substance Use Disorder

Preferred Qualifications:

- Bi-lingual, bi-cultural
- Computer Literacy
- Experience in substance abuse treatment facility
- Experience working with chronically homeless
- Experience with Motivational Interviewing, Trauma Informed Care and Transtheoretical Model of Behavior Change.

Duties and Responsibilities: Essential Functions

Maintain up-to-date knowledge of treatment models, information and relationships with outside resources, attend all required trainings, stay current with required licensure.

Review applications, conduct interviews of applicants for admission to determine appropriateness for the program using ASAM 3.1 criteria.

Complete orientation and admission of approved clients; assist with all admission paperwork, facilitate orientation, set preliminary objectives and expectations, conduct detailed psych/social evaluation to determine needed treatment resources both inside and outside the organization, begin the relationship building process, develop individual treatment plan. Document client progress.

In collaboration with clinical team, coach\mentor\assigned clients through the stages of the program. Identify and document progress in relation to the TTM Five Stages of Change. Clearly articulate expectations, provide direction and hold clients accountable. Recognize and proactively address negative behaviors. Provide information about outside resources and assist clients with making connections with those resources.

Demonstrate appropriate ethical conduct and compliance with all company policies and expectations.

Other Functions:

Standing/Walking - 50%

Sitting - 50%

Lifting up to 25lbs. - Occasionally

Work Schedule: 40 hours per week – 1FTE - Rotating holidays