

Title: Case manager

Purpose: The Case Manager facilitates individual and group sessions and is the point person for the client's treatment and trajectory.

Reports to: Clinical Director and Assistant Clinical Director

Job Duties & Responsibilities:

- Attends and participates in clinical team meetings.
- Initiates discharge planning upon admission for assigned clients, and updates discharge plan weekly.
- Provides individual sessions for all assigned clients one time weekly, unless additional sessions are required.
- Facilitates group counseling, education, and meetings per program schedule.
- Maintains ongoing communication with client's family/support system throughout duration of client's treatment.
- Coordinates treatment objectives for assigned clients with Clinical Director, Therapist, and pertinent staff.
- Coordination of all treatment services needed for assigned client caseload (legal, medical, vocational, educational, etc).
- Supports aftercare program by meeting with alumni on an as-needed basis (when approved by Clinical Director)
- Documents Case Management progress note in client's electronic health record.
- Participates in in-service trainings, individual/group supervision meetings, and counselor/residential staff interface meeting.
- Conducts the Biopsychosocial assessment within 72-hours of admission for all clients on caseload.
- Provides crisis intervention and completes the necessary documentation and notifies staff for policy and procedure compliance.
- Assists Resident Advisors with job duties when necessary.
- Performs other duties and responsibilities as assigned by the Clinical Director.

Minimum Requirements:

- Understanding of the 12 Steps.
- 2 years' sobriety if personally represented as "recovering".
- Registered or Certified Alcohol & Drug Counselor
- Current CPR/First Aid Certification.

Experience:

- 2 + years' experience in the field of alcohol and/or other drug services.

Skills:

- Computer competence (Microsoft Word, Excel, Internet).
- Ability to effectively communicate with staff and clients.

Name

Signature

Date