

POSITION DESCRIPTION**SUBSTANCE ABUSE (SA) RESIDENTIAL CARE COORDINATOR**

Emergency and Short-Term Stabilization Services
Region Ten Community Services Board

CLASSIFICATION TITLE: SA Case Manager

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent serves as a SA Case Manager and is responsible for providing and extending triage, assessment, emotional support and access to recovery support services to individuals in one of the Region Ten CSB ARTS Residential Treatment Services (RTS) who have a history of opioids abuse or dependence. Incumbent will identify individuals of these populations, triage and assess them to identify priority needs, and support them in accessing appropriate treatments, with emphasis on priority population's best practices to include Medication Assisted Treatment (MAT), rapid testing for HIV & Hep-C and appropriate medical treatment. Incumbent will work closely with the Mohr Center, Women's Center at Moore's Creek, R&SS, Adult Access & Clinical Services, and the Region Ten CSB OBOT, as well as local private psychiatric, OTP's, OBOTS, medical center, and Federally Qualified Health Center (FQHC). This is a grant funded position. Length of position is dependent on life of grant.

The incumbent reports to the Director of the Mohr Center. He/she is expected to perform duties as specified and according to the policies of Region Ten Community Services Board, as well as those of the Department of Behavioral Health and Developmental Services (DBHDS).

The HIPPA access level for this position is Level Two.

The essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. *Provides triage, assessment, support services, and referral services for persons with a history of abusing opioids or co-occurring disorders including the use of opioids who are choosing to participate in services.
2. *Provides care coordination and medical monitoring for individuals engaged with Region Ten for RTS and MAT in collaboration with the Region Ten Prescriber as well as external partners in relation to individual consumers.
3. *Provide effective, thorough and person-centered assessment, recovery support services planning, access to recovery support services, and transition planning to potential SA programs and sober living throughout the state.
4. *Work collaboratively with internal and external treatment providers and other care providers in linking individuals directly to services and supports specified in the individual's treatment plan.
5. *Provide transportation to and from recovery support services, and/or coordinates transportation as available.
6. *Arranges aftercare and follow-up services for individuals in recovery.
7. *Utilizes motivational interviewing techniques to assist with treatment outcomes for individuals.
8. *Provides crisis intervention as needed.
9. *Establishes cooperative and collaborative relationships with multiple internal and external resources within the region.
10. *Performs all required documentation and within time frames designated by performance standards.
11. *Maintains productivity levels within an acceptable level.
12. *Duties require some weekends and evenings.
13. *Receives supervision in accordance with Region Ten policy or as necessary.
14. Attends required meetings and trainings as assigned.
15. Reads all agency communication
16. *Performs other duties as assigned in keeping with general description of this position.

QUALIFICATIONS:

Bachelor's degree required. Two years of experience in a program directly concerned with Substance Abuse treatment, co-occurring treatment or rehabilitation is preferred.

In addition, the incumbent must possess the following knowledge, skills and abilities:

Knowledge of:

1. The nature of SA, Co-Occurring conditions and recovery.
2. Co-occurring disorders and the interplay of SA and Mental Health (MH).
3. Services and systems available in the community including primary health care, recovery support services, eligibility criteria, intake processes, and general community resources.
4. Treatment modalities and interventions such as motivational interviewing, behavior management, independent living skills training, supportive counseling, family education, crisis intervention, discharge planning, and service coordination.
5. Different types of assessments including functional assessments, and their uses in service planning.
6. Consumer's rights.
7. Local community resources and service delivery systems, including support services (i.e. housing, financial,

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social welfare, dental, educational, transportation, communications, recreation, vocational, legal/advocacy), eligibility criteria and intake processes, termination criteria and procedures, and general community resources for natural supports (i.e. churches, clubs, self-help groups).

8. Effective oral, written and interpersonal communication principles and techniques.
9. General principles of record documentation.
10. The service planning process including, but not limited to, the Recovery and Person Centered Planning models, as well as the major components of a service plan.

Skills in:

1. Interviewing.
2. Negotiating with consumers and service providers.
3. Engaging resistant or difficult consumers, utilizing motivational interviewing techniques.
4. Observing, recording and reporting on an individual's functioning.
5. Identifying and documenting a consumer's needs for resources, services, and other supports.
6. Using information from assessments, evaluations, observations and interviews to develop service plans.
7. Identifying services within the community and established service systems to meet consumer needs.
8. Promote goal development and attainment.
9. Coordination of the provision of services by diverse public and private providers.
10. Identifying community resources and organizations, and coordinating resources and activities.
11. Using assessment tools.

Abilities to:

1. Be persistent and remain objective.
2. Work as a team member, maintaining effective inter and intra-agency working relationships.
3. Demonstrate a positive regard for consumers and their families (i.e. treating consumers as individuals, allowing risk-taking, respecting consumers' and families' privacy, and believing consumers are valuable members of society).
4. Work independently performing position duties under general supervision.
5. Communicate effectively, verbally, and in writing.
6. Establish and maintain ongoing supportive relationships.
7. Accept supervision and seek it out.

CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Clinical Provider Performance Evaluation Standards.

POSITION LOCATION:

Region Ten Community Services Board
800 Preston Avenue
Charlottesville, Virginia 22903

POSITION ORGANIZATION CHART

Mohr Director
|
SA Residential Care Coordinator

GRADE: 9

SCHEDULE: 40 hours weekly; generally 8:30 am to 5:00 pm Monday through Friday, but evening and week-end hours may be necessary.

Position Description Updated: 03/01/2019

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date