

POSITION DESCRIPTION: **CASE MANAGER**
Project Link
Center for Access and Adult Clinical Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Case Manager

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent is responsible for providing and extending case management, counseling, education and rehabilitation services to adult participants in the Project LINK program. The incumbent must be comfortable serving a diverse group of clients, including but not limited to, those who are chemically dependent, those with mental illness, those who are court-ordered, offenders, and clients who are generally difficult to engage in treatment. The incumbent should be comfortable working from a strengths-based, person-centered perspective in order to nurture and develop the client's individual strengths.

In carrying out the responsibilities of this position, the treatment provider reports to and receives general supervision from the Program Manager of Recovery Support. The incumbent is expected to exercise sound judgment, demonstrate initiative and maintain confidentiality in accordance with established policies and procedures. He/She is expected to perform all duties in accordance with applicable professional ethics state quality assurance standards Department of Behavioral Health and Developmental Services (DBHDS) regulations, as well as established Region Ten policies and procedures.

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

MAJOR DUTIES:

1. *Provides assessment, case management, care coordination, and referral services for substance abusing or co -occurring persons in the Project LINK program.
2. Remains an active Family Treatment Court participant
3. *Meets with participants of the Project Link program on a weekly basis for case management services.
4. *Provides individual and group therapeutic services to adult clients.
5. *Maintains contact with representatives of the various treatment programs involved in the care and rehabilitation of individuals with substance use disorders. Arranges aftercare and follow-up services for individuals in recovery.
6. **Provides crisis intervention as needed.
7. *Conducts home visits as necessary.
8. *Transports clients as necessary.
9. *Assists Program Manager to extend and improve program services.
10. *Establishes and maintains contacts with Project LINK partners
11. *Attends Family Partnership Meetings as requested by DSS.
12. **Serves as resource consultant.
13. *Seeks and receives supervision as required and needed.
14. *Maintains current and complete paperwork.
15. *Meets identified performance standards.
16. *Participates in trainings as required by supervisor.
17. *Performs other duties as assigned in keeping with general description of this position.
18. *Reads all agency communication (i.e., Staff Notes, e-mail, etc.)

QUALIFICATIONS:

To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. Must have Bachelor's Degree in Human Services Field or Licensure as a registered nurse in the state of Virginia and at least one year of direct experience working with individuals with substance use or co-occurring disorders, or CSAC/CSAC Assistant certification or currently under supervision to receive CSAC/CSAC Assistant certification.

Knowledge of: counseling theories and techniques; individual and group counseling; drug addiction; mental illness; suicidality; interviewing techniques; case management; community resources; crisis intervention; DSM V diagnosis system. Knowledge of typical childhood development and parenting issues is preferred.

Skills in: case management; individual and group counseling, interviewing, crisis management, DSM diagnosis, engaging resistant or difficult to engage clients, working with individuals involved in the criminal justice system; computer proficiency.

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Abilities to: establish rapport with clients and their families, maintain effective working relationships with a diverse group of other professionals, accept supervision and seek it out when needed, effectively communicate with clients and other professionals, work independently and as a team member, recognize need for additional training.

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

Program Manager II
|
Case Manager

GRADE: 9

SCHEDULE: Full Time: Monday-Friday, 8:30 a.m. to 5:00 p.m. with potential for evening and/or weekend hours

Position Description Updated: November 1st, 2019

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

Signature

Name Printed

Date