POSITION DESCRIPTION   **CASE MANAGER**
Substance Use Case Manager, Jail based
Center for Access and Adult Clinical Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Case Manager, Jail based (SOR funded)

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent is responsible for providing and extending case management, assessment and transition services to chemically-dependent and co-occurring inmates at the Albemarle-Charlottesville Regional Jail (ACRJ). The incumbent must be comfortable serving a diverse group of clients, including but not limited to, those with substance use disorders, those with mental illness, those who are court-ordered, offenders, and clients who are generally difficult to engage in treatment. The incumbent connects client with treatment services while clients are incarcerated and provides case management services for post release. The incumbent should be comfortable working from a strengths-based, person-centered perspective in order to nurture and develop the client's individual strengths. This position is funded through State opioid Response Funds (SOR).

In carrying out the responsibilities of this position, the SA Case manager reports to the program manager of outpatient services at Region Ten and the ACRJ designated onsite supervisor at ACRJ. 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 and ACRJ 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 inmates with substance use and/or co–occurring mental health disorders in need of transition services.
2. Reviews and responds to requests and inquiries from inmates and staff at ACRJ
3. *Meets with participants as required by SA Case Management regulations
4. *Provides linkage to individual and group therapeutic services to adult clients.
5. Completes Residential SUD screenings and arranges aftercare and follow-up services for individuals returning to the community and/or outpatient services
6. *Maintains contact with representatives of the various treatment programs involved in the care and rehabilitation of individuals with substance use and co-occurring mental health disorders.
7. Communicates with court personnel to ensure proper coordination of services
8. Creates and maintains a file/library related to substance use, mental health and other community resources
9. *Will assist in reviewing transition services and processes as needed to ensure proper service delivery
10. *Attends the local Reentry Counsel meetings regularly and other relevant meetings, trainings, conferences, etc. as they pertain to overall transition services.
11. * Identify resources and serves as a resource consultant.
12. *Seeks and receives supervision as required and needed.
13. *Maintains current and complete documentation, case notes and electronic medical records as required by Region Ten and ACRJ. Documents within 24 hours per agency policy
14. Maintains and tracks relevant data for reporting purposes.
15. *Meets identified performance standards.
16. *Participates in trainings as required by Region Ten and ACRJ
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 5 diagnosis system. Knowledge of typical childhood development and parenting issues is preferred.

Skills in: case management; linkage to 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.

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
                                              I
                                        Case Manager

GRADE: 9

SCHEDULE: Full Time: Monday-Friday, 8:00 a.m. to 4:30 p.m. with potential for evening and/or weekend hours

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