

**POSITION DESCRIPTION****RECOVERY COURT CASE MANAGER (FULL-TIME)**

Charlottesville/Albemarle  
Center for Adult Rehabilitative Services  
Region Ten Community Services Board

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CLASSIFICATION TITLE: Recovery Court Case Manager (Full-time)

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent is responsible for providing and extending case management, education and rehabilitation services to adult participants in the Charlottesville/Albemarle Recovery Court program. The incumbent must be comfortable serving a diverse group of clients, including but not limited to, those who are struggle with substance use, 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 II and Director of Substance Use Disorder Services. 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 assessments, case management, care coordination, and referrals to services for substance use disorder or co – occurring persons in the Recovery Court program.
2. Remains an active Recovery Court professional participant
3. \*Meets with participants of the Recovery Court program on a bi-weekly basis for case management services.
4. \*Provides linkage to 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. Works with the Recovery Support team to complete/monitor Residential SUD screenings, 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/Director to extend and improve program services.
10. \*Establishes and maintains contacts with Recovery Court partners
11. \*Attends Meetings as requested.
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. The applicant must have a Bachelor's Degree in Social Work, Psychology, Sociology, or Human Services; Or Licensure as a registered nurse in the state of Virginia; Or CSAC/CSAC Assistant certification or currently under supervision to receive CSAC/CSAC Assistant certification. In addition, one year of experience working with people with substance use disorders or co-occurring mental health disorders is preferred.

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.

