

POSITION TITLE: SUD Case Manager, Project Link

CENTER:	Adult Rehabilitative Services	DEPARTMENT:	Project Link
LOCATION:	Peterson Building		
FSLA STATUS:	Non-Exempt	INCLEMENT STATUS:	Non-Essential
GRADE:	9	SCHEDULE:	FT
GROUP:			30
Job Requirements ☒ Annual TB ☒ Driving Consumers			

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent is responsible for providing and extending case management, psycho- education and rehabilitative services to adult women in the Project Link Program. This position provides SUD case management to parenting women that are diagnosed with co-occurring substance use and mental health disorders. The incumbent should be knowledgeable of and able to work from a strengths-based, trauma-informed, 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. The incumbent 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.

MAJOR DUTIES:

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

1. *Provides assessment, case management, and referrals to community resources/services that will help stabilize and meet consumers' needs as identified in their individual service plan focusing on recovery-oriented supports but also basic needs such as food and housing assistance, employment, parenting supports, and overall health and wellness.
2. *Remains an active part of the Project Link team
3. *Meets with consumers of the Project Link program on at least a monthly 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 to fulfill face to face requirements
8. *Transports consumers as necessary
9. *Assists Program Manager/Director to extend and improve program services.
10. *Establishes and maintains contacts with Project Link partner agencies to support community networks and partnerships and work together to serve current consumers.
11. *Attends or coordinates treatment team meetings as requested to support current participants
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:

EDUCATION:

- The applicant must have a Bachelor's Degree in Social Work, Psychology, Sociology, Human Services. Also applicable is 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

EXPERIENCE:

- One year of experience working with substance use disorders or co-occurring mental health disorders is preferred

CERTIFICATION/LICENSE:

- 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.

KSAS

Knowledge of: counseling theories and techniques; individual and group counseling; substance use; mental illness; suicidality; interviewing techniques; case management; community resources; crisis intervention; DSM V-TR diagnosis system. Knowledge of post-partum needs for women, typical childhood development, and parenting issues is preferred.

Skills in: case management; linkage to individual and group counseling, interviewing, crisis management, DSM diagnosis, ability to establish rapport, experience 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; Drive consumers to appointments as needed

POSITION ORGANIZATION CHART:

Program Manager for Project Link and Substance Use
Services

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Case Manager

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

Signature

Name Printed

Date

Position Description updated: August 2025

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