

POSITION TITLE: SUD Case Manager, Adult Recovery Court

<b>CENTER:</b>	<b>Adult Rehabilitative Services</b>	<b>DEPARTMENT:</b>	Outpatient SUD Case Management
<b>LOCATION:</b>	Peterson Building		
<b>FLSA STATUS:</b>	Non-Exempt	<b>INCLEMENT STATUS:</b>	Non-Essential
<b>GRADE:</b>	9	<b>SCHEDULE:</b>	FT
<b>GROUP:</b>			30
<b>Job Requirements</b> <input checked="" type="checkbox"/> Annual TB <input checked="" type="checkbox"/> Driving Consumers			

#### 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 knowledgeable and comfortable serving a diverse group of clients diagnosed with substance use and/or co-occurring mental health disorders, and have experience working within the court system with justice involved individuals. The incumbent should be knowledgeable in working from a strengths-based, person-centered perspective in order to nurture and develop the client's individual strengths. The ability to work as part of a multidisciplinary team is essential to this role.

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.

#### MAJOR DUTIES:

The essential functions of this job are starred below (\*) under "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 at minimum once a month 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 weekly Staffing meeting for Recovery Court Team.
12. \*Attends Recovery Court at the Courthouse weekly.
13. \*Serves as resource consultant.
14. \*Seeks and receives supervision as required and needed.
15. \*Maintains current and complete paperwork.
16. \*Meets identified performance standards.
17. \*Participates in trainings as required by supervisor.
18. \*Performs other duties as assigned in keeping with general description of this position.
19. \*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, or Human Services; Or Licensure as a Registered nurse in the state of Virginia; Licensed as a CSAC or CSAC-A in the State of Virginia is also acceptable, but not required.

EXPERIENCE:

- One year of work experience working with individuals with substance use disorder or 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

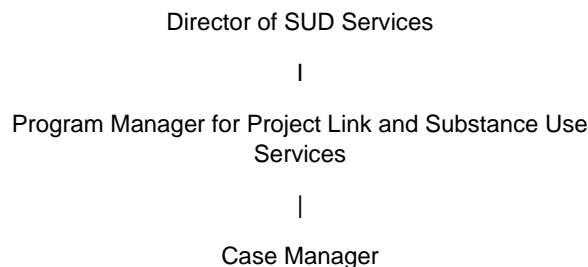
KSAS

Knowledge of: counseling theories and techniques; individual and group counseling; 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; 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; ability to drive consumers in an agency vehicle

POSITION ORGANIZATION CHART:



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.

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Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date