

POSITION TITLE: Case Manager

CENTER:	Adult Rehabilitative Services	DEPARTMENT:	Project Link-Family Recovery Court SUD		
LOCATION: 800 Preston Avenue, Charlottesville, VA 22903					
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 intensive case management, education, group counseling, and rehabilitation services to adult consumers in the Family Recovery Court program. The incumbent must be comfortable serving a diverse group of clients with co-occurring substance use and mental health disorders, involvement with the criminal justice system, or Department of Social Services. The incumbent should be comfortable working from a strengths-based, person-centered, trauma-focused perspective in order to nurture and develop the client's individual strengths.

In carrying out the responsibilities of this position, the incumbent reports to and receives general supervision from the Program Manager for Project Link and SUD Services. The incumbent is expected to exercise sound judgment, demonstrate initiative and maintain confidentiality in accordance with established policies and procedures. They are 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."

- *Provides assessment, intensive case management, care coordination, and referral services for substance using or co-occurring persons in the Family Recovery Court Program.
- *Meets with participants weekly to provide case management services.
- *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.
- *Conducts Uniform drug screens weekly for program participants in Family Recovery Court, and as needed on a clinical basis as back up for Project Link or Outpatient SUD case management consumers.
- *Maintains UDS records for Family Recovery Court participants in Credible, and the Aversys web-based system in case there needs to be lab confirmation, manages and monitors the lab confirmation process with support from the Program Manager of Project Link
- *Coordinates with Community providers for SCRAM installation as needed for clients on case load
- * Attends court hearings and staffing meetings as required for Family Recovery Court clients
- *Provides crisis intervention as needed.
- *Conducts home visits routinely
- *Transports clients as needed
- *Assists FRC Coordinator, Program Manager for Project Link, and Director of SUD to extend and improve program services.
- *Establishes and maintains contacts with FRC partners, including but not limited to DSS, CASA, JDR court staff, OAR, District 19 Probation
- *Attends Family Partnership Meetings, Treatment Team meetings, and Roadmap meetings as requested by DSS or Family Recovery Court staff
- *Serves as resource consultant.
- *Seeks and receives supervision as required and needed.
- *Maintains client documentation in Credible on time as required by Agency performance standards
- *Assists Family Recovery Court Coordinator with weekly court reports
- *Meets identified performance standards.
- *Participates in trainings as required by supervisor.
- *Performs other duties as assigned in keeping with general description of this position.

QUALIFICATIONS:

EDUCATION:

- Bachelor's Degree in Social Work, Psychology, Sociology, or Other Human Services Field is required.

EXPERIENCE:

- 1 year of experience working with people with co-occurring mental health and substance use disorders preferred.

CERTIFICATION/LICENSE:

- CSAC Certification or CSAC-A is also acceptable for this position.
- 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: case management skills, motivational interviewing, substance use and addiction; mental illness; suicidality; knowledge of community resources; crisis intervention; DSM diagnosis system. Knowledge of typical childhood development and parenting issues is preferred.

Skills in: case management; interviewing, counseling techniques, crisis management, DSM diagnosis, group facilitation, ability to engage a diverse population of consumers some of which may be resistant to treatment, 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; must be able to drive consumers in an agency vehicle

POSITION ORGANIZATION CHART:

Director
|
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: July 15, 2026

Template Language: English