

## **Substance Abuse Case Manager**

**Department: Medical/Behavioral Health**

**Reports to: Medical Director**

**Non-Union Position**

With average external direction, provides assessment and care coordination for health center patients in the areas of substance abuse, alcoholism, and mental health, dealing with extreme stress and/or other community health programs. - Education and Experience A minimum of two years or more experience in family health, mental health and/or substance abuse care.

### **EDUCATION, EXPERIENCE AND SKILLS**

- A minimum of two years or more experience in family health, mental health and/or substance abuse care.
- Elementary knowledge and skills relative to diagnosis and treatment of emotional/mental disorders, alcoholism and/or substance abuse.
- Elementary knowledge and skills for working with and utilizing community resources.
- Elementary knowledge and skills of the dynamics of casework, group work and community organization.
- Ability to accept and utilize supervision and consultation.
- Ability to maintain satisfactory working relationships with other employees and general public.
- Ability to perform intake, conduct diagnostic interviews and provide supportive services.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Screen client requests for service as a regularly assigned intake worker; makes appropriate referrals.
- Assists with assessments, intake and patient monitoring.
- Provides emergency and crisis intervention services coordination in consultation with assigned supervisor.
- Participates in clinical staff meetings.
- Prepares client records, reports, data and required statistics.
- May make home visits.
- Attends and contributes to public education and informational activities.
- Receives immediate training on HIPAA regulations and maintain an up-to-date knowledge of all HIPAA policies and procedures.
- Willingness to be cross trained to provide other integrated services as needed.
- Performs other duties as required or assigned.
- Has read, reviewed and agrees to work and support the mission statement of the MCPHD.
- Satisfactorily completes and attends trainings required for job responsibilities.
- Reports any suspected child abuse/neglect to Department of Children and Family Services (DCFS)
- All other duties as assigned