

## POSITION DESCRIPTION

POSITION TITLE: BEHAVIORAL HEALTH CASE MANAGER

REPORTS TO: BEHAVIORAL HEALTH CASE MANAGEMENT COORDINATOR

### I. POSITION SUMMARY:

The Behavioral Health Case Manager is a split position between FSCA's Substance Use, Jackson College Oasis and Juvenile Diversion programs. The Case Manger will provide direct case management for Behavioral Health clients that are receiving Substance Use Disorder and/or Mental Health services at both the main office and Jackson College Oasis. This may include needs assessment, referrals, systems advocacy, individual support, facilitation of groups, education services, and follow-up. The Case Manager assists in the development of systems for client support and recovery that enhance treatment effectiveness, providing outreach and liaison with other providers and community resources. This position also provides case management services to at-risk youth who are enrolled in the CAA's Youth Build program, which targets youth who have dropped out of high school or are at-risk of dropping out of high school. The Case Manager will function as administrative assistant for Oasis Therapists by assisting in programmatic and business operations.

### II. DUTIES/RESPONSIBILITIES:

#### SUD/MH Specific Duties:

1. \*Assess initial and ongoing needs of clients and help with determination of services and resources offered.
2. \*Respond to client needs and assist in securing the necessary services and community resources.
3. \*Follow up with resources to assure client access and appropriateness of referral.
4. \*Provide outreach to and act between other services or resources and Behavioral Health clients.
5. \*Provides transportation for clients as assigned.
6. \*Assist with intake and discharge planning and development of relapse prevention plan.
7. \*Promote community-based support groups like AA/NA and committee meetings.
8. \*Facilitates groups as needed.
9. \*Provide advocacy among the legal, educational, employment, social services, and family structures that impact the success of youth involved in the program.
10. \*Assess ongoing needs of college students who have violated JC's rules/expectations, including substance use violations, and help with determination of services through support groups and workshops.

#### Youth Build Specific Duties:

1. \*Provide case management services to youth enrolled in Youth Build, assisting them with reducing and removing barriers to completion of high school education.
2. \*Teach groups utilizing the utilizing evidence based models, as determined by supervisor and Chief Clinical Officer.
3. \*Work collaboratively with Community Action Agency, juvenile courts, probation, JCISD attendance officer, and local school districts.

4. Maintain flexible hours to meet the needs of students/families on caseload.
5. Promote the Behavioral Health and Diversion services to the community.

General Duties:

1. \*Fulfills the requirements of all agency systems for statistical record keeping, reporting, program evaluation, quality assurance, internal control and attendance monitoring as appropriate to the position.
2. \*Responsible for participating in staff meetings, trainings and agency activities, as needed.
3. \*Must represent the agency internally and externally in a positive and professional manner.
4. \*Assists in program expansion and development, as appropriate.
5. \*Other duties as assigned by the direct supervisor, Directors or the CCO.
6. \*Perform all other related duties as assigned.

**III. QUALIFICATIONS:**

- A Bachelor's of Social Work, plus 4 years of experience as a social service worker, 2 years of which shall have been in an agency.
  - BSW preferred however will accept a Bachelor's degree from an accredited program in human services, social science or other relevant program, with direct experience working with at risk youth or adults.
- Has obtained a CADC and CPS (preferred) or willingness to enter developmental plan with MCBAP.
- Experience or aptitude in supervision and leadership.
- Proficiency with computers.
- Program evaluation experience preferred.
- Demonstrated ability to establish rapport and relationships essential to the position.
- Demonstrated ability to organize and manage tasks relevant to the position.
- Valid driver's license and reliable transportation.
- Group presentation or facilitation experience.
- Cultural sensitivity, trauma informed approach, gender competent (women's specialty) knowledge of family dynamics and community resources.

\*Essential job duties per the Americans with Disabilities Act

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**Employee Signature**

**Date**