

## POSITION DESCRIPTION

POSITION TITLE: WOMEN'S SPECIALITY SUBSTANCE USE CASE MANAGER

REPORTS TO: BEHAVIORAL HEALTH CLINICAL SUPERVISOR

### I. POSITION SUMMARY:

The Women's Specialty SUD Case Manager will provide direct case management services for clients that are receiving Women's Specialty Substance Use Disorder services. 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. Women's Specialty Services are designed to help mother's or father's who are the primary caregiver of their children or are attempting to regain custody of their children remove barriers that impact their journey to recovery.

### II. DUTIES/RESPONSIBILITIES:

#### SUD 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.
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. \*Conducts case management appointments and peer recovery activities and appointments.
9. \*Facilitates peer support groups and didactic groups as needed.
10. \*Provide advocacy among the legal, educational, employment, social services, and family structures that impact the success of client's involved in the program.
11. \*Complete screening tools, treatment plan tools and other documents in required timeframe and ensure authorizations are inputted into funder's EMR in required timeframe.
12. \*Meet productivity rate for billable contacts, set forth by CCO.

#### 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 1 year of experience as a social service worker.
  - 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.
- Has obtained a CADC (preferred) or willingness to enter developmental plan with MCBAP.
- 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