

POSITION: Senior Case Manager

POSTING # 2049-1118ksa

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: Senior Case Manager

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REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

STARTING GRADE: 508, Step A \$21.51 – Step G: \$24.74 per hour / \$1,721.38 - \$1,979.38 Bi Weekly

Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: November 14, 2018

CLOSING DATE: *Open Until Filled

*All applications received by November 27, 2018 will be screened by the Human Resources Office. Those applications meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Human Resource Office will continue to consider qualified candidates, as needed, until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Complete client needs assessments, coordinate and link clients to case management services within the community, and provide consistent individual monitoring of progress and support for recovery-oriented care. Employees may be assigned to one or more programs within the department as needed. This full performance level requires licensure as an Advanced Substance Use Disorder Counselor (ASUDC) or Social Service Worker (SSW). Employees in this classification have considerable knowledge of the policies, procedures, and laws affecting the work. This role works under general supervision of a Program Supervisor or Program Manager and may provide counseling supervision to Case Manager Aides or Case Managers.

DUTIES INCLUDE:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide screening services to determine a client's eligibility for housing/shelter, medical, food, and other recovery support services.
- Conduct interviews to assess substance use issues or other problems using approved screening tools, social history, and consultation with community resources.
- Oversee case management activities. Admit and release program clients; link client placement within the appropriate level of care and services.
- Supervise and monitor client conduct; maintain a record of activity to document progress in electronic health record system.
- Link client with services to address specific hierarchy of need to achieve identified client goals. Offer the client a single point of contact for advocacy with community services.

- Perform intake and program orientation services.
- Assist client with re-establishing an awareness of community resources and advocating for the client to enhance the continuity, accessibility, and efficiency of those resources available.
- Work with program staff and therapists to ensure smooth transitions to the next level of care and to assist in avoiding gaps in services based on program capacity.
- Perform individual crisis intervention services as needed to minimize relapse potential and to support client needs.
- Present psycho-educational services designed to provide the client with information relative to substance use disorders.
- Advocate for individualized client care and assist clients in applying and obtaining community services that fit the client's needs, rather than making the client fit potential services.
- Consult with outside agencies to improve service delivery and share information; make referrals to appropriate supportive services for the client and family members.
- Develop and supervise the life skills education component of the treatment program.
- Facilitate life skills groups under the supervision of the Program Manager.
- Represent Department with community agencies on behalf of client eligibility and advocating for services.
- Facilitate client driven psycho-educational groups.
- Oversee shift activities, provide transportation for clients and program needs, training, and guidance to non-licensed employees.
- Provide supervision of Case Manager Aides and Case Managers when directed by the Program Manager or Program Supervisor to ensure licensure requirements are adhered to.
- Oversee assigned treatment program in the absence, and the direction of, the Program Manager or Program Supervisor.
- Attend training and comply with in-service education requirements.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of the practice dimensions as defined in TIP 27 published by the Substance Abuse and Mental Health Services Administration which are planning and coordinating a set of health and community resources that are individualized to meet a particular client's needs

Knowledge of Utah State Licensed Substance Use Disorder scope of practice

Knowledge of interviewing methods and techniques

Knowledge of case management principles and methods

Knowledge of professional ethics standards

Knowledge of substance abuse screening instruments

Knowledge of crisis intervention techniques

Knowledge of criminal justice, child welfare, and mental health systems

Knowledge of federal, state and local ordinances and policies regarding therapeutic issues

Knowledge of supervisory practices and processes

Skilled in the practice dimensions as defined in TIP 27 published by the Substance Abuse and Mental Health Services Administration which are planning and coordinating a set of health and community resources that are individualized to meet a particular client's needs

Skilled in monitoring, documenting, tracking, and providing support to a client, throughout the course of his/her treatment

Skilled in reading, writing, and basic math

Skilled in word processing and basic programs

Ability to work independently

Ability to maintain cooperative working relationships with those contacted in the course of work activities

Ability to communicate effectively verbally and in writing

- Ability to function in an unbiased manner with individuals from diverse backgrounds
- Ability to coordinate multiple tasks effectively
- Ability to solve problems analytically
- Ability to work under minimal supervision
- Ability to lead and train others while maintaining own workload

REQUIREMENTS FOR EMPLOYMENT:

Required Education and Experience

1. Education necessary to meet licensing requirements identified below. Preference for a related bachelor's degree.
2. A minimum of three (3) years' experience as a Case Manager in substance use disorders, behavioral health or a related field.

Additional Eligibility Qualifications

1. Applicants must be *licensed*, at a minimum, as a Social Service Worker (SSW) or an Advanced Substance Use Disorder Counselor (ASUDC) under the Mental Health Professional Practice Act (UCA 58-60).
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
3. Applicants should be eligible to bill all Medicaid services and not be on the Office of Inspector General exclusion list.
4. Selected applicants are subject to, and must pass, a background check.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.