

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: CASE MANAGER II 3-4 positions available
May underfill at Case Manager I - 5039

Posting# 2049-0317jhm

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

STARTING SALARY: Step 34- \$20.38 to Step 40 -\$23.43 per hour, \$1,630 - \$1,874 Bi weekly
Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: March 6, 2017

CLOSING DATE: Open Until 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

***All applications received by March 20, 2017** will be screened by the HR Office.
Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The HR Office will continue to consider qualified candidates as needed until the position is filled.

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.

Case Manager II: this full performance level requires licensure as an Advanced Substance Use Disorder Counselor (SUDC) or Social Service Worker (SSW). Employees in this classification have considerable knowledge of the policies, procedures, and laws affecting the work. Work is performed under general supervision of a Program Coordinator or Program Manager, and employees may provide counseling supervision to Case Manager Aides or Case Manager I's.

DUTIES INCLUDE: 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 needs 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.

DUTIES (Cont.) 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.

Provide supervision of Case Manager Aides and Case Manager I's when directed by the Program Manager or Program Coordinator to ensure licensure requirements are adhered to.

Oversee assigned treatment program in the absence, and at the direction of, the Program Manager or Program Coordinator.

For a complete job description, refer to the Utah County website: www.utahcounty.gov

EVALUATION AND SELECTION FACTORS INCLUDE:

Considerable 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, Utah State Licensed Substance Use Disorder scope of practice, interviewing methods and techniques, case management principles and methods professional ethics standards, substance abuse screening instruments, crisis intervention techniques, criminal justice, child welfare, and mental health systems. Federal, state and local ordinances and policies regarding therapeutic issues.

Considerable Skill 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, monitoring, documenting, tracking, and providing support to a client, throughout the course of his/her treatment.

Ability to: Work independently, lead and train others while maintaining own workload

REQUIREMENTS FOR EMPLOYMENT:

Case Manager II: Bachelor's Degree in Social Sciences. Equivalent combinations of completed education and work experience may also be considered. Three years of work experience as, or equivalent to, a Substance Use Disorder Counselor. Applicants must possess a valid driver license and obtain a valid State of Utah driver license within 60 days of employment. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSURE/CERTIFICATIONS: Must be licensed, at a minimum, as an Advanced Substance Use Disorder Counselor (ASUDC) or Social Service Worker (SSW) under the Mental Health Professional Practice Act (UCA 58-60).

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 HR Management, 100 East Center, Suite 3800, Provo, UT 84606, or email an official Utah County Government application and required attachments to humanresources@utahcounty.gov by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.**

Additional information will not be accepted after the closing date. The HR 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 HR Department reserves the right to call only the most qualified applicants to any of the examinations.