

POSITION: Case Manager

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: Case Manager – CIS

Posting # 5039-0219ksa

*May Underfill as Certified Case Manager - 5500

REQUIRED ATTACHMENTS TO APPLICATION:

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

GRADE: Case Manager – 506

GRADE: Certified Case Manager - 505

STARTING SALARY: 506, Step A: \$20.77 – Step G: \$23.86 per hour / \$1,661.60 - \$1,908.80 Bi Weekly
Certified Case Manager - 505, Step A: \$19.34 - \$22.25 per hour / \$1,547.20 - \$1,780.00 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: February 04, 2019

CLOSING DATE: *Open Until Filled

***All applications received by February 19, 2019 will be screened by the HR Office.**
Those applicants meeting the specified qualifications will be referred for a hiring interview.
The Human Resources 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 classification requires licensure as a Substance Use Disorder Counselor (SUDC), licensure as Social Service Worker (SSW), or certification as an Advanced Substance Use Disorder Counselor (ASUDC). Work is performed under close to general supervision of a Program Coordinator or Program Manager.

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.

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- 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.
- 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 substance abuse screening instruments

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

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

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 word processing and basic programs

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

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REQUIREMENTS FOR EMPLOYMENT:

Required Education – Case Manager

1. Education necessary to meet licensing requirements identified below. Preference for a related bachelor's degree.

Additional Eligibility Qualifications

2. Applicants must be licensed as a Social Service Worker or must be licensed, at a minimum, as a Certified Substance Use Disorder Counselor (CSUDC) or Certified Advanced Substance Use Disorder Counselor (CASUDC) under the Mental Health Professional Practice Act (UCA 58-60).

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment
2. Selected applicants are subject to, and must pass, a background check
3. Applicants should be eligible to bill all Medicaid services and not be on the Office of Inspector General exclusion list.

Required Education, Experience, and Licensure – Certified Case Manager

Applicants may qualify for this position through a Certified Social Service Worker Path or a Certified Substance Use Disorder Counselor Path

Certified Social Service Worker Path

1. Bachelor's degree in Social Work or bachelor's degree in any field and completed coursework required by the Division of Occupational and Professional Licensing to apply for SSW licensure per Utah Code 58-60-205: 1. Social Welfare Policy; 2. Human Development and Growth; 3. Social Work Practice and Methods
2. Applicants must be licensed as a Certified Social Service Worker under the Mental Health Professional Practice Act (UCA 58-60) and working toward Social Service Worker licensure

Certified Substance Use Disorder Counselor Path

1. Official transcript or certificate from an accredited institution of higher education verifying completion of the Substance Abuse Education Program which includes completion of a minimum of 200 hours of substance use disorder related education and a supervised practicum of a minimum of 200 hours
2. Applicants must be licensed as a Certified Substance Use Disorder Counselor (CSUDC) or Certified Substance Use Disorder Counselor Intern (CSUDC-I) under the Mental Health Professional Practice Act (UCA 58-60). Incumbents possessing the temporary license of Certified Substance Use Disorder Counselor Intern (CSUDC-I) must obtain acceptable renewable licensure within 18 months from hire date

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
2. Selected applicants are subject to 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.