

**POSITION: CASE MANAGER I – Outpatient**

**Posting # 5039-OUT-0817jhm**

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](mailto: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**

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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 SALARY: Step 30 - \$18.58 – Step 36 - \$21.34 per hour, \$1,486-\$1,707 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: July 19, 2017**

**CLOSING DATE: Open Until Filled**

**\*All applications received by August 2, 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 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.  
**Case Manager I:** this classification requires licensure as a Substance Use Disorder Counselor (SUDC) or Social Service Worker (SSW). Work is performed under close to general supervision of a Program Coordinator or Program Manager.

### **DUTIES INCLUDE: Case Manager I**

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. 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.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

***Case Manager I***

**Working 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.

**Working 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, reading, writing, and basic math, word processing and basic programs.

**Ability to:** maintain cooperative working relationships with those contacted in the course of work activities, communicate effectively verbally and in writing, function in an unbiased manner with individuals from diverse backgrounds, coordinate multiple tasks effectively, maintain files, records, and reports, solve problems analytically, work under minimal supervision.

**REQUIREMENTS FOR EMPLOYMENT:**

***Case Manager I:*** Bachelor’s degree in Social Sciences. Equivalent combinations of completed education and work experience may also be considered. Must be licensed, at a minimum, as a Substance Use Disorder Counselor (SUDC) or Social Service Worker (SSW) under the Mental Health Professional Practice Act (UCA 58-60). **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 a Substance Use Disorder Counselor (SUDC) or Social Service Worker (SSW) under the Mental Health Professional Practice Act (UCA 58-60). Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment.

**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. **NO POSTMARKS OR RESUMES.** 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.