

**POSITION: CASE MANAGER I**

**Posting # 5039-Access-1017jhm**

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**

**POSITION: CASE MANAGER I – Access to Recovery Program**      **Posting# 5039-Access-1017jhm**  
**\*\*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

**STARTING SALARY: Step 30-\$18.58-Step 36-\$21.34 per hour, \$1,486-\$1,707 Bi weekly**  
**#5500 – Step 26-\$16.91-Step 32-\$19.46 per hour, \$1,353-\$1557 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: October 11, 2017**

**CLOSING DATE: Open Until Filled**

All applications received by October 18, 2017 will be screened by the HR Office. Those applications 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.

***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.

**Certified Case Manager** - This role assesses individual consumer needs, facilitates the provision of appropriate services, and monitors the progress of individual participants. Work is performed under the direct supervision of a program manager or coordinator. This position does not provide psycho education groups or screen for substance use disorder treatment needs.

**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.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

**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.

**Skills 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 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** -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. 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**-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. 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. **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:** 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.