



Certified Case Manager

Job Description

Department: Drug and Alcohol Prevention and Treatment
Position: Career Service
Starting Step: 26, Table 14
Supervisory: No
Reports to: Program Manager or Coordinator

Summary

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.

Essential Functions

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

1. Facilitate life skills groups under the supervision of the Program Manager or coordinator.
2. Assess needs of client and arrange, coordinate, monitor, evaluate, and advocate for a variety of possible community services.
3. Provide screening services to determine a client's eligibility for housing/shelter, medical, food and other recovery support services.
4. 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.
5. Assist client with re-establishing an awareness of community resources. Advocate for the client to enhance the continuity, accessibility, and efficiency of those resources available.

Knowledge, Skills, and Abilities

Knowledge of interviewing methods and techniques and case management principles and methods
Knowledge professional ethics standards and the Utah State Licensed Substance Use Disorder Counselor scope of practice

Knowledge of substance abuse assessment instruments and crisis intervention techniques

For Office Use Only

Class Code: 5500

Class Title: Certified Case Manager

FLSA: Non-exempt

Effective Date: 9/29/2017

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

Knowledge of clinical diagnostic methods and principles and various modalities of counseling, psychotherapy, and abnormal psychology
Knowledge of the criminal justice system, child welfare system and mental health system
Knowledge of federal, state and local ordinances and policies regarding therapeutic issues
Skilled in the practice dimensions as defined in TAP 21 published by the Substance Abuse and Mental Health Services Administration which are clinical evaluation, treatment planning, referral, service coordination, counseling, client, family and community education, documentation, and professional and ethical responsibilities
Skilled in reading, writing, and basic math
Skilled in word processing and basic programs
Ability to maintain cooperative working relationships with those contacted during 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 maintain files, records, and reports
Ability to solve problems analytically

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 pounds.

Position Type/ Expected Hours of Work

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Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Required Education, Experience, and Licensure

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.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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