

FRANKLIN COUNTY

DRUG/ALCOHOL CASE MANAGEMENT SPECIALIST

June 9, 1998

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

This is professional work in the field of drug and alcohol providing a full range of case management services.

Employees in this class are primarily responsible for insuring that clients with drug and alcohol problems have access to services in a continuum of care by identifying, referring and authorizing appropriate services. An important part of this work involves assessing the needs of the client, determining level of care, developing client services plans; and when warranted, facilitating the client's treatment to address their problems relative to alcohol and other drug usage. Employees develop a rapport with the client serving as their advocate, assisting them throughout the provisions in their services plan and monitoring their progress while they are involved in the treatment system.

This person will perform the work in accordance with established regulations, policies and procedures; but, is expected to exercise initiative and independent judgment while performing the duties as a case manager. Employees will manage a multiple caseload of clients and carry out work under the direction of a supervisory case manager or higher level administrative personnel.

Employees are expected to carry out assignments to completion subject to the above supervisory/administrative review.

ESSENTIAL FUNCTIONS OF JOB

1. Conducts intake, interviews utilizing appropriate assessment practices to obtain necessary information from client, families and/or involved collaterals for the identification of service needs for drug and alcohol related problems.
2. Determines level of care based on placement guidelines.
3. Determines appropriate funding arrangements and authorizes or recommends services for alcohol and other drug clients.
4. Orients clients to the program, policy, procedures and treatment process.
5. Develops and implements a comprehensive service plan based on the results obtained from the assessment process.
6. Updates the client's service plan as needed.
7. Coordinates and provides access to available alcohol and other drug and ancillary services, such as housing, child care, medical and financial services.
8. Conducts client follow-up at required intervals.
9. Monitors client treatment progress and/or performs utilization review activity.
10. Prepares written reports and maintains client records.
11. Serves as an advocate for clients.
12. Performs other related duties as required.

OTHER DUTIES OF JOB

1. Provide community outreach services/training as needed.
2. Attend meetings, training, and in-services, as required.
3. Assist in resolving client/program complaints.
4. Perform other job related duties, as required.

SUPERVISION RECEIVED

Receives occasional instruction and limited supervision from Program Specialist in regard to daily work duties.

SUPERVISION GIVEN

None.

I HAVE READ THE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF DRUG/ALCOHOL CASEMANAGEMENT SPECIALIST AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(Signature of Employee)

(Date)

(Signature of Supervisor)

(Date)

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.