

Field Based D&A Case Manager II

CLASSIFICATION: Case Manager II
Field Based D&A Case Manager II
FLSA STATUS: Non-Exempt

DEPARTMENT: Case Management
EMPLOYMENT STATUS: Full-time
HOURS OF WORK: 37.5 Hours/Week

OVERALL OBJECTIVE OF JOB

This position is responsible for providing case management services to an identified caseload of individuals with Substance Abuse related disorders or issues. The position will work intensively and collaborating with local Outpatient D/A treatment providers or local Methadone Maintenance providers, as well as, in conjunction with a D/A Recovery Specialist.

Case management services generally focus on linking individuals to identified needed services, treatment, supports, or resources; coordinating services with involved providers or supports to promote collaboration and reduce/eliminate duplication; and monitoring services to ensure effectiveness and recovery progress. Case management service planning will focus on various domain areas that are obstacles to the individual's recovery success such as Housing, Transportation, Childcare, Legal Issues, Mental Health, Physical Health, Education, Vocation, etc.

This position will be part of a collaborative team that also includes the individual, the Outpatient or Methadone Maintenance Therapist, and when indicated and needed, a Certified Recovery Specialist. This team will meet regularly to identify potential individuals in need of case management and recovery specialist services, and to coordinate ongoing services to those individuals active in the program. This coordination will include level of care determinations, collaboration of service/treatment planning, and clear role identification of objectives to promote success and avoid duplication.

Case Management services will be delivered in the Field with services provided at various community-based locations such as individual's home, provider locations, educational settings, and other community locales such as parks, restaurants, libraries, etc. that are convenient and agreeable to the individual.

ESSENTIAL FUNCTIONS OF JOB

- This position will become knowledgeable of the Mercer County Human Service system, particularly the D&A treatment provider network and continuum of services/supports.
- When indicated and required, the position will be responsible for completion of level of Care Assessments.
- The position will complete and update Case Management Service Plans in compliance with the DDAP Treatment Manual.
- The position will work collaboratively with Outpatient D/A Treatment or Methadone Maintenance providers, as well as, assigned D/A Certified Recovery Specialists to ensure that services, including service/treatment plans, are

- provided in a comprehensive manner that applies the individual's strengths to address identified need areas.
- The position will also work collaboratively with other individuals involved with the client such as family, friends, physicians, probation officers, etc., with the client's consent and agreement.
- Position will serve as the lead coordinator to ensure all services and supports are provided in a collaborative, non-duplicative manner.
- Position will link and refer individuals to needed resources, services, or supports to address D/A, MH, or Physical Health conditions or needs.
- Position will link and refer individuals to other resources, services, or supports to address needs associated with housing, disabilities, benefits, income, childcare, transportation, etc.
- In conjunction, with the assigned Outpatient or Methadone Maintenance therapist and assigned D/A Certified Recovery Specialist, the position will provide assistance, guidance, intervention, and support to individuals towards meeting their self-directed recovery goals.
- Position will ensure that consumers are informed of organizational grievance and appeal procedures and will offer assistance as needed.
- Position will be knowledgeable of funding resources and billing procedures within the organization and provider network.
- Position will be responsible to assure timely and accurate reporting, records, and program compliance related to service delivery including client files in Susquehanna, DDAP reporting including PA WITS, and any other reports and/or records as assigned.
- Position will determine appropriate funding arrangements and authorize services in accordance with agency policies and protocols.
- Position will monitor individual treatment progress and perform utilization review activities as assigned and required.
- Position will conduct ongoing contacts and follow-up with individuals to monitor progress and service planning implementation.

OTHER DUTIES OF THE JOB

- Attends meetings and trainings as required.
- Position encounters confidential information regarding consumers and must maintain strict confidentiality as defined by state and federal regulations and agency policy.
- Position will require participation and active involvement in departmental functions to support organizational philosophies and mission.
- Position will participate in Quality Assurance activities as required to ensure program compliance and quality of service delivery.
- Performs other job-related duties and case coordination and support services as required.

SUPERVISION RECEIVED

Position is responsible to Supervisor within the Case Management Department of MCBHC. Supervision is done through individual and/or group meetings on an ongoing basis or as needed.

SUPERVISION GIVEN

Not applicable.

WORKING CONDITIONS

- Work indoors in limited workspace with adequate lighting, temperature, and ventilation.
- Works with average indoor exposure to noise, stress, and disruptions.
- Normal indoor exposure to dust/dirt.
- Works in conditions of potential outbursts or disruptive behavior of clients.
- Travels as assigned, within Mercer County, to other community based locations for service delivery.
- Travels occasionally outside of Mercer County for trainings, conferences, etc.

PHYSICAL AND MENTAL CONDITIONS

- Must possess ability to record, convey and present information, explain procedures and follow instructions.
- Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching and driving as necessary to carry out essential job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso as necessary to carry out duties of job.
- Must be able to lift and/or carry items such as, laptop in case, personal briefcase, work related supplies and miscellaneous objects with a maximum weight of thirty (30) pounds.
- Must apply safe lifting and carrying practices. If an item weighs more than maximum weight limit, employee must make more than one trip to carry all necessary items to their vehicle and/or to or from designated worksites.
- Occasional exerting and/or lifting of up to 50 pounds may be required for the maneuvering of equipment or supplies to and from designated worksites.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
- Must be able to pay close attention to details and concentrate on work.
- Must be able to mentally react quickly to consumers' needs and/or requests as necessary as it applies to your position.

QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE

- Must meet all the required METs as outlined in the DDAP Treatment Manual (10.06.1)
- A bachelor's degree in a behavioral health or other human service related field or a bachelor's degree with at least 18 college credits in sociology, social welfare, psychology, criminal justice, or other related social sciences.

- A minimum of one year of experience within the human service field following completion of bachelor's degree performing counseling or case management work in an alcohol or drug treatment setting or one year's experience as a D&A Case Management Specialist Trainee.
 - Must possess a valid driver's license and access to reliable transportation.
 - Must possess necessary clearances, i.e.; PA Criminal Record, PA Child Abuse, and Federal FBI clearances.
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Interested candidates may download the application, pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550.

ATTN: Karen Myers, HR
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Affirmative Action/Equal Opportunity Employer