

Case Manager III – D/A Case Coordination Specialist

OVERALL OBJECTIVE OF JOB

This position is responsible for providing D/A assessment and administrative case coordination services to individuals screened through the SBIRT project. Responsibilities include working collaboratively with medical personnel from our project partner, Primary Health Network to provide intervention, assessment, referral and linkage, monitoring, and coordination services to individuals involved with the project. Position will assist individuals in accessing needed levels of D/A treatment and will provide ongoing monitoring of these individuals through administrative case coordination service.

Position will be housed at the Primary Health Network office building in Sharon, PA.

ESSENTIAL FUNCTIONS OF JOB

- Position will be knowledgeable of the Mercer County human service system including available D/A treatment providers of various levels of care.
- Must possess interviewing skills to facilitate the completion of a D/A comprehensive intake of the consumer's current status.
- Position will be responsible for completion of a comprehensive assessment of the consumer's current status within identified life domains to identify a needed level of D/A treatment within the continuum of care.
- Will be provide appropriate levels of intervention and support to individuals targeted for the project, through development of rapport and engagement, to promote acceptance of needed treatment.
- Position will record and document service activities in Susquehanna.
- Position will be responsible for data collection and data entry for the project in the Government Performance Reporting system.
- Position will work collaboratively with medical personnel from Primary Health Network to identify, target, and screen potential individuals who could benefit from the project.
- Position will link and refer project participants to needed levels of D/A treatment and care.
- Position will maintain administrative case coordination contact to monitor participant progress and status.
- Position will ensure that consumers are informed of organizational grievance and appeal procedures.
- Position will be knowledgeable of funding resources and billing procedures within the organization and provider network.
- Position will be knowledgeable and possess the skills necessary to perform work duties and functions independently without daily or immediate supervision and consultation while possessing the critical thinking skills necessary to advise their immediate supervisor of significant matters and complex decisions.

OTHER DUTIES OF THE JOB

- Attends meetings and trainings as required.
- This 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 including any required collaboration with University of Pittsburgh related to project compliance and outcomes.
- Performs other job-related duties as required.

QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE

- A bachelor's degree in a behavioral health or other human service related field and two years of experience in the D/A assessment or case coordination field.

OR

- A master's degree in a behavioral health or other human service related field and one year experience in the D/A assessment or case coordination field.

OR

- Any equivalent combination of experience and training.
- Must possess a valid driver's license and access to reliable transportation.
- Must possess necessary clearances, i.e.; PA Child Abuse, PA Criminal Record and Federal FBI clearances.
- Must possess the required DDAP Core Trainings for D/A Assessment and D/A Case Coordination within one year of employment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
- Must possess effective communication and interpersonal skills.
- Must possess initiative and problem solving skills.
- Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
- Must possess ability to maintain confidentiality in regard to consumer information and records.
- Must possess the technical knowledge of operating personal computers and other office equipment.
- Must possess a valid driver's license and a willingness to travel as needed.
- Must possess thorough knowledge of social casework principles and methods.

- Must possess knowledge of social, economic and health problems and resources for assisting consumers in these areas.
- Must possess ability to plan and organize work and prepare adequate records and reports.
- Must possess ability to practice organizational and stress management skills and to practice use of good judgment in assessing needs and services of consumers.

Interested candidates may pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550 or you may access the application packet on our website.

Applications must be received at this office by 4:30 p.m. Monday, October 29, 2018.

ATTN: Karen Myers, Personnel
Mercer County Behavioral Health Commission, Inc.
8406 Sharon-Mercer Road
Mercer, PA 16137

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