

Field Based D&A Case Coordinator

This is a full-time position working 37.5 hours per week.

OVERALL OBJECTIVE OF JOB

The incumbent of this position is responsible for providing ongoing case management services to individuals with a drug and alcohol dependency or addiction. The Case Coordinator will assist consumers in accessing appropriate services to address non-treatment needs or life domains necessary to support their recovery. The position will also assist and support the individual in completing and maintaining their recommended treatment level of care, including transitioning through various levels of care. The position will manage a caseload of MA eligible consumers who have already gone through an assessment and been linked initially to treatment. The position will provide ongoing case management service through maintaining regular and ongoing contact via phone, face-to-face, or other means of contacts such as text, email, etc. Services are provided at the office, provider locations, consumer homes, or other identified community locations. The objective of the service is to promote continued involvement in treatment and recovery progress through supporting non-treatment needs that often interfere or serve as obstacles to the recovery process. Anticipated outcomes will center around consumers staying in treatment, successfully completing treatment, and progressing in their recovery.

ESSENTIAL FUNCTIONS OF JOB

- Incumbent of this position will become knowledgeable of the Mercer County human service system, particularly the D&A treatment providers and continuum of services including other available recovery supports.
- Must possess interviewing skills to facilitate the completion of a comprehensive service plan and assessment of the individual's non-treatment needs based upon identified life domains, strengths, and social determinants of health that impact recovery stability and progress.
- Position will provide intervention and support to consumers and families throughout the treatment process to promote insight into the recovery process, manage crisis situations, address their non-treatment needs, and monitor their treatment participation, progress, and needs.
- Position will assist consumers in accessing various community supports to address their identified needs through referral and linkage activities.
- Position will complete service plans and needs assessments with consumers and other involved individuals in compliance with program regulations and requirements.
- 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 serve as a referral agent and information resource for the organization and community.
- Will be responsible to assure timely and accurate reporting, records, and program compliance related to service delivery including client files in Susquehanna, DDAP reporting, and any other reports and/or records as assigned.
- Will attend coordination and service planning meetings, as well as, trainings, staff meetings and supervision activities, as required.
- Position will work collaboratively with other MCBHC programs including assessment/intake, crisis, recovery specialist, etc.

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.

Qualified candidate must have a bachelor's degree in a behavioral health or other human service related field with a minimum of one-year experience. PA Child Abuse, PA Criminal Record and Federal FBI clearances will be required. Competitive salary with excellent fringe benefits provided, commensurate with experience and education of the candidate.

Interested candidates may download employment application, pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550.

Send application to:

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

karen.myers@mcbhc.org

Affirmative Action/Equal Opportunity Employer