

HAYMARKET CENTER

POSITION DESCRIPTION

POSITION TITLE: Case Manager
BUSINESS UNIT: Clinical Services
POSITION CLASSIFICATION: Non-Exempt
POSITION REPORTS TO: Supervisor

POSITION ID:
PAY GRADE:
EMPLOYEE GROUP:
DATE UPDATED: August 7, 2014

WORK DESCRIPTION:

Responsible for assessment, goal setting, resource identification, linking, advocacy, intra and inter-agency coordination. To provide assessment/case management services to Haymarket Center clients.

ESSENTIAL FUNCTIONS:

- Facilitate didactic and therapeutic groups and document for each patient in attendance regarding case management needs
- Engage clients in treatment through motivational interviewing and motivational enhancement techniques
- Assesses residents for continuing substance and other personal and social problems
- Provide case management, referral, and referent contact services to patients and documents same inpatient chart
- In calibration with the client devises and presents recommended service plans in weekly treatment plan review meetings
- Assists residents to achieve the goals of mutually agreed upon care plans for substance abuse rehabilitation service needs and aftercare
- Completes required forms pertaining to patient case management needs within the program
- Finds and develops for program use needed resources including visiting and inspecting agencies and attending network meetings
- Assists resident to link with needed family and community resources as coordinator and advocate
- Attend patient staffing and /or interventions
- Seeks appropriate supervision requiring clinical or programmatic decisions
- Monitor medication self-administration procedures and staff documentation of medications dispensed
- Performs other duties as assigned by supervisor

SUPERVISORY RESPONSIBILITIES:

None

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

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- High School Diploma or equivalent
- Valid Driver's License
- Working knowledge of Opioid Disorder and Opioid Withdrawal
- Knowledgeable of Medication Assisted Therapy
- Knowledge in substance abuse or related field
- Good verbal and communication skills
- Proficiency in reading and writing
- Able to work effectively on a team
- Have strong documentation skills; this position requires extensive documentation of required activities, strong data entry skills are also required

Reviewed and Approved:

Accepted By:

Director of Clinical Service, Haymarket Center Date

Employee Signature

Date