**Job Description**

**Title:** Case Manager

**Nature of Work:** Work directly with residents of social model, long-term residential treatment program for men with a Substance Use Disorder/Co-Occurring Condition to help them achieve and maintain a healthy, substance-free lifestyle

**Supervisor:** Clinical Director

**Required Qualifications:**

* Minimum requirements: LADC II or eligible or bachelor’s degree in relevant subject
* Strong interpersonal skills
* Excellent written and oral communication skills
* High standard of excellence
* A positive reinforcement, progress not perfection approach
* Excellent attention to detail
* Sensitivity and open-mindedness
* Knowledge of Motivational Interviewing, Trauma Informed Care, Transtheoretical Model of Behavior Change and American Society of Addiction Medicine Dimensions of Change
* Basic Understanding of the Social Model of Residential Treatment for Substance Use Disorder

**Preferred Qualifications:**

* Bachelor’s Degree in a Relevant Subject plus one year of relevant work experience
* Strong Computer Literacy
* Experience in substance abuse treatment facility
* Experience working with chronically homeless

**Duties and Responsibilities: Essential Functions**

Maintain up-to-date knowledge of treatment models, information and relationships with outside resources, attend all required trainings, stay current with required licensure.

* Complete orientation and admission and assessment of approved clients
* Complete all admission paperwork
* Facilitate orientation
* Determine preliminary objectives and expectations using a patient driven approach
* Conduct detailed psych/social evaluation to determine needed treatment resources
* Coordinate referrals to resources both inside and outside the organization
* Develop strong relationship of trust with patients
* Develop individual, patient driven treatment plan.
* Document, in detail, client challenges, progress and/or barriers to progress

In collaboration with clinical team, coach\mentor\assigned patients through the stages of the program using a positive reinforcement approach. Identify and document progress in relation to the TTM Five Stages of Change and the ASAM 6 Dimensions of Change in a ASAM 3.1 Co-Occurring Capable treatment facility. Clearly articulate expectations, provide direction and teach patients accountability. Recognize and proactively address unhealthy behaviors and coach towards healthy behaviors. Provide information about outside resources and assist clients with referrals to and managing their relationships with those resources.

Demonstrate appropriate ethical conduct and a high degree of integrity in compliance with all company policies, procedures and expectations.

**Other Functions:**

Standing/Walking - 50%

Sitting - 50%

Lifting up to 25lbs. - Occasionally

**Work Schedule:** 40 hours per week – 1FTE - Rotating holidays

Pay - $22.00 to $25.00 depending on education and work experience