JOB DESCRIPTION
Substance Abuse Case Manager

POSITION TYPE:  Case Manager – Full Time Non-Exempt

DESCRIPTION:  The Substance Abuse Case Manager is responsible for providing comprehensive case management services to people with a history of addiction, and providing specialized support to Access Center staff regarding people suffering from or suspected of substance abuse. The Substance Abuse Specialist is assigned 50% time to the Ascencia Access Center and 50% time to Next Step Permanent Supportive Housing Program.

REPORTS TO:  Hospital Liaison and Wellness Case Management Supervisor

SALARY:  $16.50 - $19.00 per hour

Duties and Responsibilities:
- Provide on-going support and case management expertise to homeless persons;*
- Work with clients to develop individualized case management plans;*
- Ensure that all client case management plans address identified needs and are up-to-date;*
- Continually monitor and evaluate each client's progression through their case management plan, and develop corrective action revisions to the plan as needed;*
- Maintain accurate documentation of service objectives and outcomes as well as other services in accordance with Federal, State, County and Ascencia guidelines;*
- Assist clients in obtaining necessary resources to achieve case management goals;*
- Actively participate in client- and program-related meetings and trainings;
- Attend program-related community, coalition and committee meetings as assigned;
- Maintain client related data systems, including case notes and complete HMIS entries;*
- Prepare case management related reports including but not limited to: outcomes, successes, etc;*
- Adheres to strict boundaries and professional ethics in the care of others;*
- Conducts crisis intervention as needed.*

Qualifications and Requirements for this Position:
- 4 year degree in human services or comparable combination of education/work related experience required;
- Experience in social service setting with working knowledge of case management systems and planning techniques;
- Knowledge of addiction/recovery processes along with related resources and the Continuum of Care for homeless persons;
- Experience working with homeless individuals and families a plus;
- Must be proficient in the following computer applications--Microsoft Word and Excel;
- Must be insurable and provide own transportation for work related travel as necessary.

*Responsibilities related to the Supportive Services Only Program.