

RENAISSANCE ADDICTION SERVICES, INC.

TITLE: Case Manager
REPORTS TO: Clinical Supervisor
FLSA STATUS: NON-EXEMPT

SUMMARY:

The Case Manager is responsible for the primary case management of an assigned caseload. The Case Manager performs all counseling duties, including individual and group therapy, resident advocacy, and discharge planning. Must be able to support a trauma informed care environment.

DUTIES AND RESPONSIBILITIES:

A. Treatment planning

- 1) Develops initial and comprehensive recovery care plans based on preliminary assessments.
- 2) Monitors and revises recovery care plans on a monthly basis, with input from resident and/or multi-disciplinary treatment team.
- 3) Develops discharge and aftercare plans including identification of potential problems and linkage to other appropriate treatment providers, based on individual resident need.

B. Primary Counselor Role

- 1) Meets individually with residents on assigned caseload to develop and/or revise recovery care plans.
- 2) Meets with residents and their families monthly to address family issues.
- 3) Contacts referral sources, family members and significant others to encourage their participation in planning and implementation of treatment.
- 4) Documents all individual sessions and collateral contact in resident files on a weekly basis, in order to measure resident progress in treatment.
- 5) Participates in the development and implementation of appropriate discharge and aftercare plans for residents on assigned caseload.
- 6) Maintains required service, statistical and administrative records.
- 7) Participates in staff meetings, case conferences and inservice training.

C. Other Duties

- 1) Facilitates group therapy.
- 2) Provides educational lectures on various chemical dependency related topics, and basic living skills.
- 3) Assists in resident transportation as assigned.
- 4) Performs all other duties as necessary.

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 stand; walk; sit; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

QUALIFICATIONS:

Qualified Health Professional: CASAC/CASAC-T

Bachelor's Degree in a human services field **PLUS** 2 years full-time paid direct care experience in a chemical dependency program including experience providing services to adolescents.

Job Grade: IX