

BestCare Treatment Services Position Description

Title: Case Manager & Employment Coordinator
Program: Crook County CMHP (BHRN)
Program Location: Prineville, Oregon (Travel required)
Supervisor: SUD Outreach Programs Supervisor and Program Director
Employment Status: Full Time Regular (1.0 FTE)
FLSA Classification: Non-Exempt (Hourly)
Effective Date: October 2022

Job Summary

The Case Manager & Employment Coordinator will work with individuals who have a history of substance use, and who may still be actively using various substances. This is a position that will be part of the BHRN (Behavioral Health Resource Network) that serves individuals with substance use disorders, whether the person is wanting to enroll in treatment services or not. This position will be responsible for screening individuals, doing a comprehensive needs assessment, connecting individuals with various resources, and providing basic employment skills.

Essential Functions:

1. Works closely with other staff as a member of a treatment team
2. Conducts comprehensive needs assessments for individuals
3. Assists clients with accessing resources, benefits, and entitlement programs
4. Obtains consents, releases of information, and requests collateral information from appropriate sources
5. Develops and maintains strong collaborative relationships with a wide range of community partners, including (but not limited to): Self-Sufficiency and Seniors/People with Disabilities, Adult Community Justice, DHS, Public Health, Mosaic Medical and other primary care clinics including dental
6. Follows all program policies and procedures for client case management and recordkeeping
7. Responsible for recording information in the client files assigned to them and consistent with those policies and procedures and applicable OAR's
8. Stays abreast of community resources that individuals may be eligible for, including housing resources and housing options
9. Receives training to become an OHP assister, to help individuals enroll in Oregon Health Plan if eligible
10. Provides basic employment services including (but not limited to): development of job skills such as resume building, interview skills, and getting along with coworkers; linkage to resources for education/training needs
11. Assist clients in determining if they are eligible for expungement of criminal record
12. Provides transportation for individuals when appropriate and under the direction of the Supervisor
13. Facilitates psychoeducational and skills groups (if appropriate)
14. Maintains clinical documentation within agency stated timelines
15. Participates in training (agency, state, regional, etc.) that will assist the employee in their position

16. Models appropriate behavior to the newer staff and helps train/orient new staff to the program. In addition to being a positive role model, provides assistance to individuals, showing compassion, and being effective in engaging individuals in SUD treatment services wherever possible
17. Other duties as assigned by the program manager and/or clinical supervisor

Qualifications

Education, Certifications and Licenses

- Bachelor's degree in psychology, social work, behavioral sciences or related field *OR* have a minimum of three (3) years of demonstrated work in the social services or counseling field required
- Must have or be eligible for certification as a QMHA through MHACBO, to be completed within two (2) years
- Valid Oregon Driver's License

Experience

- At least one (1) year of experience working directly with individuals with substance use issues preferred

Knowledge, Skills and Abilities

- Must be able to work independently and demonstrate good judgment under pressure
- Ability to work effectively in multiple cultural contexts is essential
- Ability to develop strong collaboratively relationships with a range of community partners is critical
- Flexibility is a must
- Outstanding written and verbal communication skills
- Exceptional organization skills with strong planning ability and attention to detail
- Knowledge of and ability to perform client evaluations and develop appropriate treatment plans

Tools and Equipment Used:

Must have competency in using a computer for word-processing, data base and internet usage. Must be able to operate usual office equipment such a fax, telephone, and photocopy machine. Must have a current and valid driver's license and will operate company vehicles, must be insurable.

Physical Demands:

The physical demands described here are representative of those an employee encounters while performing the essential function s of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, sit, and use hands to handle, feel or operate objects or controls. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the 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. Services will take place in a variety of settings, mostly in the community including the jail.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS FO THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

Employee Signature / Date

Supervisor / Date