



IMMANUEL HOUSE

## Job Description

**POSITION TITLE:** AOD Counselor/Case Manager (Varying Levels)

**Program:** Residential & Outpatient Programs

**Job Description:** These positions provide counseling and case management services to participants and residents who experience problems with substance abuse and addiction. AOD Counselors/Case Managers act as the liaison between treatment providers and the participant. AOD Counselors/Case Managers are responsible for the coordination and implementation of outreach and referral of services for participants and secure appropriate treatment placements. The primary task of the AOD Counselors/Case Manager is assisting Participants with the development of social support systems that promote the process of recovery. AOD Counselors/Case Managers offer their extensive knowledge of community resources and support as a primary means of assisting each participant through the process of recovery. The Lead AOD Counselors/Case Manager Director and may be assigned additional duties and may perform certain duties of the Program Director in the absence of the Program Director.

**REPORTING RELATIONSHIP:** This position reports to the Assistant Program Director

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Counseling Services**

- Maintains client caseload and manages individual treatment processes from a culturally, co-occurring, and trauma-informed perspective in conjunction with other clinical team members.
- Utilizing screening and assessment tools, monitors client appropriateness for levels of care and makes referrals as needed to meet clients' treatment goals.
- Conducts Biopsychosocial assessment and other assessments, gathers appropriate demographic information, develops treatment plans in conjunction with clients including short- and long-term goals that are measurable and time bound. Reviews treatment plans and updates as required.
- Conducts group and individual sessions, including, but not limited to one-on-one sessions, processing groups, educational groups, etc., at a 1:15 ratio for group sessions.
- Documents treatment plans, treatment plan updates, group notes, individual session notes, progress notes, updates, incident reports, and any other required documents in a timely manner, and ensures each note is dated and signed.
- Maintenance of participant files.
- Inputs information into the ARMS database
- Communicates with managerial, clinical and support staff when clients' needs demand additional monitoring or attention.
- Complies with IH and program rules, policies and procedures including HIPAA standards.

### Case Management Services

- Communicates with local and national referral sources to develop extensive referral network for Immanuel House.
- Collaborate with additional treatment providers and placement agencies
- Familiarity with community mental health and substance abuse resources
- Prepares critical care issues for discussion during bi-weekly supervision
- Work with the participants family to create a support network for the participants return to the community.
- Participate in case conferences for each participant assigned to the caseload.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Promotes a safe work environment complying with environment of care, safety, and infection control and universal precaution guidelines.
- May conduct client testing (urine screening, breathalyzer, etc.)
- Transports clients when necessary
- Notify the Assistant Program Director, Program Director and CDCR staff of any problems/issues involving any program/services or participants.
- Complies with IH and program rules, policies and procedures including HIPAA standards
- Follows the clinical and administrative chain of command

### **JOB RELATED QUALIFICATION STANDARDS:**

#### KNOWLEDGE OF:

- 12 Core functions of counseling
- Alcohol and other drug addiction, drug abuse patterns, treatment methodologies and the criminal justice system.
- County substance abuse providers and working knowledge of substance abuse programs and treatment and 12-step
- Procedure manuals and an ability to interpret these effectively to staff, family members and community providers

#### SKILLS:

- Demonstrates a high level of oral and written communication skills enough to establish and maintain open dialogue, and to ensure complete and timely documentation of case files
- Demonstrates knowledge and ability to recognize and cope with abusive behavior.
- Skills necessary to provide effective counseling, and clinical services and the ability to successfully work as a member of a treatment team.
- Resourcefulness, initiative and the ability to work with minimal direction and supervision.
- Utilizes logical problem-solving techniques both independently and in collaboration with workers in dealing with client needs.

ABILITY TO:

- Complete all assigned duties within the time frame and according to the standards established by the Program Director.
- Maintain the distinction between therapeutic and social relationships.
- Maintain positive morale and unit cohesion as evidenced by maintaining a cooperative and flexible attitude toward coworkers, showing adaptability to change, exhibiting effective communication and interpersonal skills, and taking initiative to solve problems.
- Set priorities and reacts appropriately to emergency situations.

**EDUCATION, and WORK EXPERIENCE QUALIFICATIONS:**

- A high school diploma (or equivalent) and at least two years of professional experience demonstrating a history of service provision in the area of substance abuse treatment and recovery to the criminal justice population is required
- Possess a Certification from an accredited organization recognized by the Department of Health Care Services (DHCS) within 6 months of hire.
- At least two (2) years of work experience in the field of alcohol and/or other drug services, preferably in a criminal justice setting with co-occurring disorders)

**LICENSES, CERTIFICATES & CLEARANCE:**

- 1  Clearance on Background/DOJ Live scan result per contract requirements.
- 2  Negative reading from pre-employment TB and Drug testing.