



IMMANUEL HOUSE

## Job Description

**POSITION TITLE:** Lead AOD Counselor/Case Manager (Certified)

**Program:** Residential & Outpatient Programs

**Status:** Exempt – Salaried

**Job Description:** This position provides counseling and case management services to participants and residents who experience problems with substance abuse and addiction. The Lead AOD Counselor/Case Manager will act as liaison between the Participant, Parole Agents, and Treatment Team Directors. The Lead AOD Counselor/Case Manager is responsible for the coordination and implementation of outreach and referral of services for participants and to secure appropriate treatment placements. The primary task of the Lead AOD Counselor/Case Manager is assisting Participants with the development of social support systems that promote the process of recovery. The Lead AOD Counselor/Case Manager offers their extensive knowledge of community resources and support as a primary means of assisting each participant through the process of recovery. The Lead AOD Counselor/Case Manager may be assigned additional duties and may perform supervisory duties as directed by the Assistant Program Director.

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

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

#### **Leadership Services**

- Under the direction of the Assistant Program Director acts as Shift Supervisor, and makes programming decisions during their shift.
- Provides supervision and support to Registered AOD Counselors, and oversees treatment-planning efforts to ensure effectiveness.
- Ensures that Registered AOD Counselors are utilizing the 12 Core functions necessary to advance to the certification level.

#### **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
- Inputs Participant Data into ARMS, and maintains compliance with ARMS timelines and requirements.

### **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.

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Staff Acknowledgement

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Date

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Assistant Program Director

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Date