



# CASE MANAGER I

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**DEPARTMENT:** YAFW

**REPORTS TO:** Program Director

**CLASSIFICATION:** Non-Exempt

**# OF HOURS:** Full-Time, 40 hrs

**PAYRATE:** D.O.E.

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## **POSITION PROFILE:**

The Case Manager (Drug and Alcohol Counselor) will perform comprehensive alcohol and drug assessments for substance abuse prevention and treatment needs. Does not have decision-making authority.

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Conduct substance abuse assessments and provide individual and group counseling services to youth ages 12-17.
- Maintain a caseload of 15-20 youth and engage families in youth's treatment.
- Participate in weekly multi-disciplinary team meetings
- Conduct urine analysis as needed.
- Maintain appropriate case file documentation as required, including intake assessments, treatment plans, progress notes, statistics, and discharge plans as appropriate.
- Maintain confidentiality and privacy standards of service partner protected health information and other applicable and other applicable information and material in accordance to agency and center policies, and applicable regulations and laws including HIPAA.

## **QUALIFICATIONS (Education, Experience and Certifications):**

- High School Diploma, plus certification through a recognized alcohol and drug certification entity, preferably CADAAC (Must have or be working to obtain Alcohol and other Drug Certification).
- Two years experience in working with adolescents, in an alcohol or other drug setting.
- Experience in crisis intervention.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Bilingual in English and Spanish is preferred but not required.
- Familiar with the Juvenile Justice/Probation Systems.
- Good driving record and willing to use own, properly insured vehicle for the job.
- Capable of working independently and responsibly.

## **WORKING CONDITIONS:**

**ENVIRONMENT:** Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job



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include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

*The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*