

# **CASE MANAGER METHADONE (Full-Time)**

## **Summary**

Provides case management specific to the assigned program area.

## **Essential Duties & Responsibilities**

Provides clinical case management to consumers in person or phone contact, treatment agency visits, case consultation and correspondence. Provides AMS phone screens to determine appropriate services for consumers presenting as opiate dependent, as requested by the Clinical Director. Responds to calls/consultations/ consumer concerns/by providing ancillary assistance to clients/consumers. Completes the necessary related clinical documentation to the above described duties. Maintains methadone treatment waiting list. Attend monthly Departmental and Agency meetings. Perform specific job tasks related to job as needed.

## **Qualifications**

Bachelor's degree in Human Service or other related field. Certified as an Alcohol and Drug Counselor (CADC) or development plan to obtain CADC. One year of case management or related experience. Valid Michigan Driver's license.

## **Required Skills**

Knowledge of the disease of substance abuse through direct working experience or course work. Knowledgeable of motivational interviewing, engagement strategies, co-occurring disorders and stages of change. Strong written and verbal communication skills. Proficient in MS Windows Navigation, Word, and Outlook. Ability to multi-task, prioritize, and be detail oriented. Always maintain client confidentiality.

## **Other Skills/Qualifications**

Strong belief in family centered practice and ability to provide services or refer to services that assist/enrich the client and clients' family members. Strong written and verbal communication skills.

## **Supervisory Responsibilities**

None

## **Physical Demands**

Ability to lift and transport materials/supplies to health fairs, presentations and/or other public forums

## **Equipment Used**

Computer, Copier/Fax/Printer, Multi-line Telephone System, Movable Shelving system

## **Work Environment**

Flexible Hours including some weekends, evenings and holidays. Travel Required Services will be provided at CARE offices, at the client's home or other community setting. Transport Consumers/Clients and Consumers Family Members as needed to meet Case Management Program Objectives.