



OF SOUTHEASTERN MICHIGAN

Case Manager – Individual Placement Employment Specialist

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree in social work, sociology, psychology, family ecology, consumer/community services, family studies, family and/or child development, guidance/school counseling, counseling psychology, education, public health, human services, criminal justice, or other applicable field.
2. Experience working with families/adults with substance use disorders or related field.
3. Experience with employment/vocational services.
4. Must possess active status, with licensure or certification in accordance to professional field required by that governing body (LBSW, LPC, LLP, etc.) and one of the following:
 - a. Certified by Michigan Certification Board for Addiction Professionals (CADC, CAADC, CCDP, CCJP) or
 - b. Must have a registered development plan and be timely in its implementation.
5. Possess a valid motor vehicle operator license.
6. Completion of ICHAT check, National and State Sex Offender Registry Check, and background criminal check.
7. Ability to work independently as well as in a team environment.
8. Must possess knowledge and understanding of Recovery Oriented System of Care and Trauma Informed Services.

ESSENTIAL JOB FUNCTIONS:

1. Maintain a case load and deliver services according to fidelity of the Individual Placement Services (IPS) model.
2. Determine job seekers career interests, skills, goals, work history via a Vocational Profile that results in vocational goals/objectives and a job development plan.
3. Conduct job development and job search activities directed toward positions that are individualized to the interests of the job seeker, following the principles of IPS.
4. Implement the job search plan developed with the job seeker to obtain employment.
5. Provide individualized follow-along supports to assist individuals in maintaining employment.
6. Using an integrated approach, communicate regularly with treatment team members to coordinate services and collaborate with other organizations as needed.
7. Provide education and support to employers as needed and agreed upon by the job seeker.
8. Educate job seekers on basic SSI and SSDI benefits, including Work Incentives, the MI DB101 on-line benefits calculator and community resources.
9. Maintain accurate daily and monthly records, files, claim submissions and other data requirements for the purposes of monitoring outcomes.
10. Prepare verbal, written and statistical reports for use within and outside the agency while observing appropriate regulatory content and timeline requirements.
11. Attend trainings, meetings and participate in workgroups as needed.
12. Knowledgeable of motivational interviewing, engagement strategies, co-occurring disorders and stages of change.
13. Apply evidenced based practices when applicable; including the use of motivational interviewing and other strategies to encourage full participation from those receiving services.
14. Completes documentation and reports according to agency and funding source timeframes.
15. Ability to deliver services in the community.
16. Ensures assigned paperwork is completed and maintained in accordance with funding source standards and CARE of SEM policy and procedures.
17. Able to apply outcome tools to measure services; for example – self-sufficiency matrix.
18. Attends assigned meetings as required.
19. Ability to adjust hours of work based on the community needs, including some evening and weekends.
20. Knowledgeable of national and local substance use and prevention statistics and demonstrates the ability to apply current trends to service delivery.