

COOK INLET TRIBAL COUNCIL, INC.
JOB DESCRIPTION

Job Title: Outpatient Case Manager
Department: Recovery Services
Reports to: Clinical Supervisor
Supervises: N/A
FLSA Status: Non-Exempt, Full-time Regular
Wage: DOE

General Functions

The Recovery Services (RS) Outpatient Case manager will be an integral member of the Recovery Services department. This position will be responsible for office based substance abuse treatment to individuals who have received a substance abuse assessment and have been determined by ASAM (American Society of Addiction Medicine) placement criteria to attend Intensive Outpatient Treatment (IOP) or Outpatient Treatment (OP). The Case Manager will act as an advocate for the participant providing resources and case management and conduct individual sessions as well as facilitate group therapy sessions which follow a specialized curriculum.

Duties and Responsibilities, including but not limited to:

- Assist participant in writing treatment plans that guides course of treatment.
- Provide resources to support treatment experience by offering needed case management services.
- Provide substance abuse counseling to adults.
- Document in Recovery Services Case Management System (RSCMS) including: treatment planning, case reviewing, and progress noting in accordance with Recovery Services policies and procedures.
- Facilitate a minimum of 3 group therapy sessions per week and as needed.
- Understand and use Motivational Interviewing (MI) techniques while engaging patients and assisting with overall treatment.
- Administer assessment instruments to determine preliminary clinical recommendation relative to appropriate level of treatment services that is based on placement criteria developed by American Society of Addiction Medicine (ASAM).
- Coordinate with referral sources, involved family members and other treatment providers to provide the best treatment options for participant.
- Conduct intakes for new participants.
- Attend staff meetings, case staffings and department meetings
- Learn basic functions of front desk reception to cover as needed
- Route accurate and complete statistical data to Data Evaluator and Supervisor in a timely manner.
- Participate in training in areas related to improvement of service delivery.
- Other related duties as assigned

Client Relations

- Maintains a respectful relationship with participants, former participants, and family members.

Internal Relations

- Required to maintain and comply with federal confidentiality laws as outline in 42 CFR, Part 2 and the Health Insurance Portability and Accountability Act (HIPAA).
- Maintains a positive working relationship with CIRC staff and supports management of the organization.
- Participates in scheduled external/internal meetings and training's as requested.

Job Responsibilities Related to Patient Privacy

- The incumbent is expected to protect the privacy of all patient information in accordance with CITC's privacy policies, procedures and practices, as required by federal and state law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with CITC's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment or membership or association with CITC.
- The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other CITC operations.
- The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding CITC's policies and procedures on patient privacy and any observed practices in violation of the policy to the designated Privacy Officer.
- The incumbent is expected to actively participate in CITC privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with CITC policy.

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Job Specifications:

- Excellent verbal and written communication skills.
- Proficient with PCs and standard office equipment.
- Demonstrated ability to make decisions and exercise good judgment.
- Demonstrated ability to work independently with minimal supervision.
- Demonstrated ability to work under pressure and prioritize workload.
- Strong public speaking and organizational skills.
- Strong problem solving skills.
- Demonstrated ability to coordinate multiple activities.
- Demonstrated ability and experience conducting individual and group sessions
- Excellent time management skills.
- Demonstrated ability and willingness to be cross-trained in any aspect of the program.
- Must have strong writing skills with attention to detail and accuracy of fact reporting.
- Demonstrated ability to work with individual from diverse backgrounds

Qualifications:

- Bachelor's degree or higher in Behavioral Sciences (Social Work, Human Services, Psychology or related field) preferred.
- Comparable relevant experience may be substituted for degree requirement.
- Certification in Chemical Dependency such as Certified Technician (CT) or CDC I or II preferred or able and willing to be certified in a year from hire.
- If in recovery, two years continuous sobriety prior to hire and participating in a support program.
- Valid Alaska Drivers License and be insurable under CITC's automotive insurance.
- Continued employment is contingent upon receipt of a satisfactory state and federal background check.

Hiring Preference:

Preference shall be given to eligible and qualified Alaska Native/American Indian applicants pursuant to P.L. 93-638 Indian Self Determination Act.

Employee Signature

Date

Supervisor Signature

Date