

Bridge Recovery and Treatment

105 5th Street SE #5 Barberton OH 44203

Job Title	Counselor/Case Manager – Chemical Dependency/ Mental Health LCDC / CDCA 2
Reporting to	Clinical Supervisor:
Employment Type	Part Time/Contracted
FLSA Status	Non-Exempt
Subordinates	Clinical Interns/Volunteers

POSITION SUMMARY

Conducts assessments, individual and group therapy. Provide case management services for clients. This includes a variety of activities, ranging from providing client education and evaluation, to functioning as the liaison between the client and the providers. Performs administrative functions applicable to the position, works under the supervision of the Program Director and or Case Manager Supervisor.

DUTIES

- Performs Screenings and Intakes on clients prior to assessment.
- Facilitate client groups
- Conducts Bio-Psycho-Social assessments.
- Conducts Chemical Dependency assessments.
- Provide supportive and direct services to clients with substance abuse and/or mental illness as outlined in the individual plan of care and directed by the primary counselor or treatment team.
- Monitor clients successfully by carrying out treatment plans for chronically mentally ill and/or substance abuse clients.
- Recommends and coordinates other levels of care for clients.
- Assumes responsibilities including assisting in the development, implementation and monitoring of long and short-term case management treatment plans with the aim of improving and/or restoring individual, family, and community functioning.
- Provides Orientation to clients prior to beginning treatment
- Conducts psychotherapy or expressive groups as determined by level of licensure and assignment.
- Conducts individual therapy sessions.
- Completes Individualized Treatment Plans in conjunction with client within states 7-day timeline of starting treatment or initial contact.
- Conducts Family Counseling sessions within licensure scope
- Provides Crisis Intervention as needed

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- Assumes responsibilities associated with case management of clients on his/her case load.
- May provide Client Substance Abuse education when identified by level of care
- Able to provide Referral Sources for services not provided at Moore.
- Collects urine sample from same sex clients as required.
- Oversee quality assurance and improving program performance.
- Documents all interactions with clients in the client's individual file within 24 hours and according to state standards including with any internal/external person associated with client.
- Provides Human Resources with copies of all continuing education certificates to facilitate compliance with state and/or federal regulatory boards.
- Provides Consultation to clients during precontemplation.
- Provides Reports and ensures proper Recordkeeping.
- Provides supervision, as deemed necessary, to meet the needs of the program staff, e.g., peer, students, staff seeking licensure.
- Ensure sign in's for billing purposes is completed and accurate.
- Attend all team and staff meetings.
- Train other providers and non-providers on documentation standards as directed by the Clinical Director.

REQUIREMENTS

- Minimum of a bachelor's degree, in social work, counseling, psychology or other relevant field. Minimum of an associate and CDCA with two years of related experience. Requirements may vary depending on funding agency.
- Two years of experience working with adults or any combination of education and experience.
- Possession of Ohio licensure or equivalent certification in counseling, social work or chemical dependency counselor.

KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of clinical theory and specific techniques of intervention.
- Ability to interact effectively with clients in an empathic and professional manner.
- Knowledge of professional counseling ethics.
- Knowledge of applicable laws and governmental regulations relating to client rights.
- Knowledge of community and discharge resources.

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- Knowledge of issues relating to clinical discharge planning and skill in utilizing discharge resources appropriately.
- Ability to establish good rapport and demonstrate a positive public relations image in working with the public, clients, families, significant others, referral sources, and other staff.
- Ability to communicate in a clear and concise manner both verbally and in writing.
- Ability to respond to a variety of demands requiring prompt action, flexibility, mature judgment, and sound decision-making skills.
- Ability to plan and implement case management for different client populations.
- Ability to work in a therapeutic team and interpret therapeutic goals.
- Knowledge of community resources and the ability to employ this knowledge in a clinically sound discharge plan for all client groups.
- Ability to organize a complex workload so that all pertinent issues are addressed in a timely fashion and documented when necessary including basic computer skills.
- Ability to use clinical supervision constructively and non-defensively and to be willing to do self-exploration on a regular basis.
- Ability to help clients utilize their strengths and skills rather than slip into an enabling role.
- Ability to know when and how to confront inappropriate behavior and affect positive change.
- Knowledge of assessment skills for dual substance abuse population and implementation of individual treatment plan relating to their problem areas.

An Equal Opportunity Employer

Print name

Date

Signature