

BEAR RIVER HEALTH DEPARTMENT
JOB DESCRIPTION

Title: Case Manager **Division:** Substance Abuse – Logan/Brigham City **Description:** Full Time Benefited
Grade/Step: 17 – 1 **Wage:** \$18.03/hr. – Bachelor's Degree **Closing Date:** Nov. 16, 2017

Summary of Duties:

Under general supervision of the Substance Abuse Director and according to the Ten Essential Public Health Services provides but not limited to the following duties:

- Meet with clients on a regular basis to monitor the goals and track the progress of their individual treatment plans.
- Acts as liaison between JRI clients, DORA clients, Drug Court Committee, and Counselors.
- Works extensively with judges, probation officers, attorneys, police, and other community agencies.
- Assist clients with accessing community resources to help them meet their social, medical, financial, and vocational needs by making referrals and linkages to appropriate partners and community resources.
- Maintains complete and up to date case management files on each assigned client regarding services. Participate in case reviews with counselors and appropriate oversight committees.
- Other duties as assigned,

Minimum Education and Experience Qualifications:

Grade 17- Step 1: Bachelor of Science Degree in the field of social services, public health, community health, or related field,

AND

Two (2) years of full time paid professional employment in a counseling or public health setting or related field.

Knowledge of:

Basic knowledge of substance use disorder. Basic understanding of the legal system regarding probation and court procedures. Considerable knowledge of office methods and techniques.

Ability to:

- Maintain cooperative relationships with those contacted in the course of work activities.
- Must have good written, verbal, and public communication skills. Spanish speaking skills are a plus.
- Maintain good boundaries and confidentiality.
- Must be able to work well under pressure, manage multiple tasks and work well in a team situation, meet deadlines, and be able to work independently on a day-to-day basis.
- Must be prompt in completing necessary files to make transition into the program problem free for both client and counselor.
- Must be skilled in computer programs including word processing, spreadsheets, databases, desktop publishing, internet, and email use.

Special Qualifications:

- Must possess or be able to obtain a valid Utah Driver License at the time of employment.
- Must successfully pass a criminal background check and drug screening.
- Must be able to provide own transportation.
- Must be able to lift 50 pounds and be able to perform strenuous activities requiring flexibility, stamina, and overall general good health.
- Must have a flexible schedule, available for scheduled work in the evening and /or weekends, and on-call assignments as job requires.

Applications available Mon. through Thurs. 8 am to 6 pm and Fri. 8 am to 1 pm at the Bear River Health Dept. 655 E. 1300 N. Logan, Utah, or on line at www.brhd.org. Return completed application, resume, and transcripts to Sylvia Tello at the Bear River Health Dept.

Email: stello@brhd.org - Phone: 435-792-6498 – Fax: 435-792-6495