

Kane County

Job Description



Job Title: Residential Substance Abuse Program Case Manager	Job Code:
Division: Jail	Effective Date: 9/1/2016
Department: Sheriff's Office	Last Revised:

GENERAL PURPOSE

Performs a variety of professional duties related to the delivery of substance abuse treatment services and individual case management to the participants at the Kane County Jail.

SUPERVISION RECEIVED

Works under the general supervision of the Jail Sergeant.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Attend weekly treatment team meetings and brief the team on any weekly developments pertaining to the program and its participants. Completes all required training and certifications. Facilitates participant education, behavioral management groups, skill development, and cognitive/behavioral groups. Monitors inmate instructed classes for fidelity. Ensures prompt collection and entry of therapeutic and case management data; administers the program assessment tool to develop an Individual Treatment Plan. Ensures that participants receive the services defined in their Individual Treatment Plan and ensures that plans are regularly updated. Shares responsibility for monitoring participants phase levels, and proposes changes as needed to the treatment plan. Shares responsibility for intake documentation. Develop after-care plans for individuals that will soon be released from incarceration. Gather and utilize outcome measurement data on program graduates to track recidivism. Shares responsibility for gathering data and participating in third party quality control evaluations and/or accreditation. Compiles monthly billing of program participants to be submitted to The Department of Corrections. Performs related duties as assigned by supervisor.

MINIMUM QUALIFICATIONS

1. Education and Experience
 - A. Graduation from high school plus one (1) year of specialized training in the RSAP practices and procedures;
 - AND
 - B. Two (2) years of responsible experience related to above duties;
 - OR
 - C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Familiarity with state and federal guidelines, rules and regulations governing substance abuse treatment programs. Thorough knowledge of the therapeutic community treatment model and evidence-based "best practice" treatment guidelines for substance-addicted populations. Able to effectively communicate verbally and in writing. Must be proficient with computer skills, general knowledge of Microsoft Office Suite software. Must be able to develop effective professional working relationships with supervisors, co-workers, other professionals and the public. Ability to perform secretarial duties, maintain filing and record keeping system. Ability to interpret and apply policies, procedures, laws, codes and regulations.

3. Special Qualifications:

Must pass Criminal History background check (BCI). Must possess and maintain a valid Utah driver license. Must successfully complete any necessary certifications such as Moral Reconation Therapy, Thinking for a Change, LSI Certification..

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some guided problem solving. Tasks may require periodic local travel related to locating or verifying properties and addresses.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)