

EMCMHC Job Description

CLASS TITLE: SUD Care Manager **FLSA:** Non - Exempt

DEPARTMENT: Clinical **FTE:** 1

ACCOUNTABLE TO: Office Director **Wage:** \$36,500 – \$44,000 / yr. (DOE)

PRIMARY OBJECTIVE OF POSITION:

The Substance Use Disorder (SUD) Care Manager works directly with people in addiction treatment or recovery. This work may also involve families and friends of the client. The SUD Care Manager also works with service providers, to engage resources and achieve coordination of care for a client.

The SUD Care Manager does not focus on clinical work, but they must still be capable of responding in professional, ethical ways, including cultural responsiveness and trauma-informed best practices.

The location of this position can be flexible throughout EMCMHC's seventeen county service area, with preference being given to placement in Miles City, MT.

The SUD Care Manager must be able to

- Work with the client to create and maintain a service or recovery plan;
- Match the needs with available agency and community services;
- Assist people to access services;
- Use evidence-based or best practices;
- Live up to professional and ethical responsibilities;
- Complete necessary administrative tasks in a timely and accurate manner;
- Advocate for the client with a variety of service providers; and
- Work with clients to establish a discharge plan to support their individual recovery.

To be successful in this position, the candidate needs to display strong organizational and communication skills, be able to multi-task, and employ effective decision making skills that are collaborative in nature.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements may require walking, limited lifting up to 35#'s (greater with assistance), bending, stooping, prolonged sitting, and the ability to get in and out of a vehicle;
- Work may be performed in an EMCMHC office and/or remote home office;

- Traveling required where exposure to inclement weather of heat, cold, rain, and snow may occur; and
- Must complete Credible EHR functionality, overview and SUD specific training within the first month of employment and maintain current training requirements throughout employment.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Provides care management services for clients throughout EMNCMHJC's 17 county service area;
- Assists with the intake and screening of clients (adults and children) seeking substance abuse treatment;
- Works with client and his/her chosen support team to develop a plan of care
- Monitors and updates client treatment plans as indicated;
- Attends staffing and treatment team meetings with client and peers to assist in the facilitation of care, coordination of services, and aftercare planning;
- Works as an integral treatment team member with SUD Director, peer supporters and LAC's to effectively deliver treatment services that support client recovery efforts; and
- Performs any other job functions as assigned.

SUPERVISION – RESPONSIBLE FOR WORK OF OTHERS:

- None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree required with a preference in human service, social work, psychology, sociology;
- Care or case management work experience not required, but preferred; and
- Must hold a valid driver's license.

WAGE AND BENEFITS:

This is a full-time position, M-F 0800-1200 and 1300-1700. The position is eligible for full benefits including health insurance, paid vacation, sick leave, 403(B) retirement plan. Salary range is \$39,500 – \$44,000 DOE.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.