EAU CLAIRE COUNTY
JOB DESCRIPTION

TITLE: AODA Case Manager
DEPARTMENT: Human Services
REPORTS TO: Social Work Manager
FLSA STATUS: Exempt
POS. NUMBER: 
PAY GRADE: N $24.99 - $30.64
EEO CATEGORY: Professionals
EFFECTIVE DATE: September 2016

POSITION SUMMARY:
Position provides case management, assessment, and treatment to individuals and their families in need of services related primarily to alcohol and other drug abuse (AODA) or dual diagnoses. Modalities include case management, individual, family, and group therapy.

ESSENTIAL FUNCTIONS (Illustrative Only):
- Serves as member of a multidisciplinary team serving individuals of various needs and acts as a consultant to agency staff regarding AODA issues
- Designs individual's service program for assigned cases; works collaboratively with program personnel in individual case management
- Conducts assessments in face-to-face interviews with individuals in their homes or in the community
- Identifies, through case management and/or intake services, the full range of individual needs which include medical, psychological, vocational, social, familial, and daily living spheres
- Provides individual, family, and group therapy consistent with evidence-based practices
- Develops Relapse Prevention Plans for high-risk clients
- Devises, implements, and monitors service plans for individuals
- Explains consequences of non-compliance with court orders to clients who are involuntarily committed; monitors utilization of services and adherence to recovery plan; informs court of client’s adherence to court orders
- Teaches clients about available community resources and how to independently gain access to needed services
- Works to achieve services and treatment objectives without duplication of effort and with maximum effective use of staff time and available resources
- Provides crisis and short-term intervention for individuals
- Secures, coordinates, and monitors necessary adjunctive services for individuals involving appropriate professional and paraprofessional staff in programs, through provider agencies, and other community resources
- Attends and participates in staff meetings, supervision times, and other regularly scheduled meetings; develops professional knowledge and skills by attending training events, conferences, and workshops
- Speaks to the community and other organizations to provide public education
- Provides AODA treatment for individuals and/or family or significant others in individual, conjoint, and group formats
- Documents contacts and services; maintains files and data for reporting purposes
- Serves as advocate for clients within the community
- Provides prevention services as required by the AODA block grant funding.
- Gathers information and completes state reporting requirements
- Performs other duties as assigned

WORK ENVIRONMENT:
- Work in an office setting or in the community with occasional walking, stair climbing, standing
and sitting.
- Duties involve dealing with a variety of persons, some with physically and/or emotionally stressful situations. There is a threat of physical attack or injury from clients in unusual situations. Exposure to unsanitary or toxic environments could also pose a health risk
- Provides services in the office, at clients’ homes, or in the community, which requires travel to different locations for performance of work duties
- Duties may require travel to other locations outside Eau Claire County
- May be required to work outside of standard hours of operation

KNOWLEDGE, SKILLS, AND ABILITIES:
- Knowledge of and ability to provide case management and coordination for individuals with alcohol and other drug dependency and dual diagnoses
- Considerable knowledge of case management principles, practices, and methods in the field of substance abuse treatment
- Considerable knowledge of human services and health resources in the community
- Knowledge, skill, and ability to provide crisis intervention service
- Knowledge of available community resources for the consumer groups
- Knowledge of evidence based practices for AODA treatment and dual diagnosis treatment such as IDDT
- Working knowledge of relevant Wisconsin Statutes
- Working knowledge of the signs and symptoms of reactions to psychotropic medications used in the treatment of mental and AODA disorders
- Ability to use program software within the department.
- Considerable ability to establish and maintain effective working relationships with clients, their families, other agencies, and the public
- Ability to manage high levels of stress
- Ability to communicate effectively both orally and in writing
- Demonstrated ability to contribute to a close team and community working relationship
- Ability to provide skilled counseling services on an individual, group, and family basis
- Ability to promote interest and client participation in programs developed for treatment
- Ability to work and make appropriate decisions independently
- Ability to respond appropriately to emergency situations and to utilize crisis intervention techniques and procedure
- Ability to utilize word processing, database, and spreadsheet programs
- Ability to work the allocated hours of the position

REQUIRED QUALIFICATIONS:
- Bachelor's Degree from an accredited college or university in psychology, sociology, social work, or human services related field with 1,000 hours of supervised post-degree clinical experience
- Successful completion of an accredited alcohol and other drug abuse counselor training program that is affiliated with a university or vocational college or other Wisconsin certified training program
- Paid experience providing AODA services in an inpatient or outpatient treatment program, or a related service delivery model

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:
- Certified as a Substance Abuse Counselor in Wisconsin and maintain certification as a condition of continued employment
- Appointment will be conditional upon successful completion of criminal and caregiver background checks
- Must have access to private transportation at all times for work related duties
DESIRED QUALIFICATIONS:
- Experience monitoring services provided by outside contracted providers
- State of Wisconsin Social Worker Certification
- Two (2) or more years of paid experience providing AODA services
- Paid experience providing Social Work services

APPROVALS:

Supervisor

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Date

Department Head

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Date

Human Resources Director

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Date

EMPLOYEE REVIEW:
I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I have been given a copy of this description.

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Incumbent’s Signature

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Date