



## Salt Lake County Job Description

### ATR Case Manager

**DEPARTMENT:** Human Services

**JOB CODE:** 575 **GRADE:** 012

**SALARY PLAN:** GEN

**SAFETY SENSITIVE:** No

**DIVISION:** Behavioral Health Services/2250

**FLSA STATUS:** Non-Exempt

**EFFECTIVE DATE:** 07/16/2012

#### **JOB SUMMARY**

Provides direct client services by screening for program eligibility, maintaining close contact with clients, coordinating recovery support services, and linking them with community resources.

#### **MINIMUM QUALIFICATIONS**

Four (4) years of related experience; OR four (4) years of coursework in Social Sciences; OR one (1) of the following certifications or licenses: C-SUDC, SUDC, LSAC.

Due to the nature of this position, the successful applicant must pass a required pre-employment background check.

A valid Driver's License issued by the State of Utah is required. Must have reliable transportation and insurance.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Screens clients for eligibility, orients clients to the program, assists clients in establishing their recovery service plan, and conserves the client's limited benefit by ensuring proper budgeting of funds.
- Maintains current client contact information and schedules at least bi-monthly contact with the client through face-to-face or electronic means.
- Supports clients in making informed, independent choice of service providers.
- Acts as a client advocate.
- Links clients with existing community resources and track use of services authorized through vouchers; extends or shortens voucher authorization to maximize their recovery capital.
- Monitors the effectiveness or recovery support services; verifies that authorized services are being utilized; authorizes additional services as needed; ascertains client satisfaction; documents case record and continues to evaluate if services are appropriate.
- Conducts intake, six (6) month, and follow up Government Performance Results Act interviews.
- Ensures compliance with federal grant requirements.

## **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

### **Knowledge of:**

- Office technology
- Social science fundamentals including substance related disorders treatment, theory, and practice
- Individual, family and community dynamics in regard to alcohol and drug misuse
- Records retention policies and procedures
- Federal Confidentiality Regulations

### **Skills and Abilities to:**

- Communicate effectively both verbally and in writing
- Ability to work in a fast paced environment and coordinate multiple tasks efficiently
- Ability to quickly respond to program changes and incorporate new knowledge into daily work activities
- Maintain cooperative working relationships with those contacted in the course of work activities
- Relate effectively with individuals and groups from varied backgrounds
- Act independently when appropriate
- Effectively apply general principles to specific conditions
- Meet with clients in both office and community settings
- Coordinate and present at client, provider, and community meetings
- Maintain client files, records, and reports
- Apply analytical problem solving and make sound judgments and decisions
- Perform effectively in stressful situations
- Must pass a full background check
- Utilize relevant technology including all aspects of the voucher management system

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Must be able to sit in an office setting for long periods of time and be able to meet clients in a variety of community settings for case management.

## **IMPORTANT INFORMATION REGARDING THIS POSITION**

May be required to work holidays, nights, and weekends as needed. May require in-state and out-of-state travel.

Revised Date/Consultant's Initials: 01/16/2017/MB