



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: 01/16/2017/MB