

**Sound Alternatives Mental Health & Substance Abuse Clinic**  
**Job Description**  
**Clinical/Case Manager**

Job Title:	Clinical/Case Manager	Status:	Full Time
Supervisor:	Sound Alternatives Director of Community Programs	Pay Grade:	\$20.09-\$29.26 per hour DOE
Department/Division:	Administration	Classification:	Non-Exempt

**POSITION SUMMARY**

The Sound Alternatives Clinical Case Manager provides services that help consumers gain access to needed medical, social, educational, and other services. This includes direct assistance in gaining access to services, coordination of care, oversight of the entire case, and linkage to appropriate services. The Clinical Case manager, at the direction of the Directing clinician may also provide education and skill development services as identified in the Assessments and treatment plan.

**ESSENTIAL RESPONSIBILITIES**

- Consistently exercises discretion and judgment to analyze, interpret, make deductions and then decide what actions are necessary based on the varying facts and circumstances of each individual case.
- Works with supervisory assistance evaluating possible courses of conduct and making decisions where there is no opportunity to seek supervisory assistance.
- Maintains an active caseload providing interventions as needed and within area of expertise and limits of credentials; assures procurement of additional services as needed
- Works with the client on a day-to-day basis using professional judgment and discretion to implement the team determined Treatment Plan
- Assists in development, implementation and revision of individual treatment plans; assures that services provided are specified in the Treatment Plan and monitors progress toward treatment goals
- Consults and cooperates with community systems to facilitate linkage, referral, crisis management, advocacy, and follow up with the focus on attaining treatment goals
- Provides crisis management for clients; makes linkages for interventions as appropriate
- Provides individual and group educational and skill development training.
- Maintains client and program records in accordance with applicable standards and regulations, grant requirements, etc.
- Maintains a high level of ethical conduct regarding confidentiality, dual-relationships, and professional stature
- Participates in continuing education activities, remaining knowledgeable in area(s) of expertise
- Attend meetings as appropriate and meet regularly with supervisor to exchange pertinent information and receive supervision
- Timely completion of paperwork.
- Follow Sound Alternatives policies and procedures as outlined in Sound Alternatives clinical policies and procedures manual.
- Other duties as assigned.

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

**QUALIFICATIONS**

**EDUCATION:** High School Diploma with 2 years experience working the social services field. BA in human services field, plus relevant experience preferred.

**EXPERIENCE:** Experience working with individuals with mental health and or substance use disorder, experience working with children and families and experience conducting activity groups.

**REQUIREMENTS:** Ability to communicate verbally and understand the English language. Ability to deal with a specialized population. Ability to read and write. Ability to accomplish detailed work. Must possess reasoning ability and problem solving skills. Ability to drive a motorized vehicle. Ability to bend and stretch. Ability to speak and hear. Ability to perform limited physical activity while conducting programs.

**ADDITIONAL REQUIREMENTS**

Upon date of Hire: Current Negative TB Test  
Ability to Pass a DHSS Criminal History Check and Drug Test.  
Must be current in immunizations

**BENEFITS**

Full-time employees are eligible for medical, dental, PERS, Life Insurance, and PTO after successful completion of the Introductory Period.

**EQUAL EMPLOYMENT OPPORTUNITY**

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

**ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION**

**Position: Clinical/Case Manager**

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name