

KITSAP COUNTY CLASS SPECIFICATION

TITLE: ADOLESCENT TREATMENT CASE MANAGEMENT SPECIALIST

DEPARTMENT: Juvenile

REPORTS TO: Court Services Supervisor, Offender Unit; Receives work direction from Lead Chemical Dependency Professional

GENERAL STATEMENT:

Provides information, referral and placement of juveniles into inpatient and outpatient substance abuse treatment.

The incumbent is expected to work independently and exercise independent judgment and make decisions within established policies, standards and professional ethical behavior. Work is reviewed by the supervisor through individual conferences, reports, clinical case management, observation, and regular staff meetings.

ILLUSTRATIVE EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions:

Refer client to all resources in the treatment plan and follow up to ensure that resources are obtained in a timely manner, appropriate to need.

Coordinate with outpatient and residential treatment providers for placement of youth. Maintain current information on providers including type of program, location, duration, etc.

Maintain and process accurate, up-to-date and complete records. Enter and retrieve participant data into computer. Prepare periodic reports.

Process confidential client and independent provider information. Establish and maintain confidential files and legal documents.

Enforce the rules and regulations of the program without prejudice.

Coordinate with other agencies within the community and act as a community resource and liaison. Attend meetings with community groups/programs, agency staff, parents and clients. Develop and maintain list of community-based treatment programs and other resources.

Coordinate client scheduling with court services and detention staff.

Conduct chemical dependency screenings/assessments using approved testing instruments and evaluation tools. Determine program eligibility or refer to other agencies and/or programs.

Maintain accurate and current records in accordance with department procedure including intake data, treatment plans, progress notes, case reports, documentation of type and number of service hours provided, and discharge summaries. Complete required Federal, State and local forms for each client.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes.

Other Job Duties:

Perform other related duties as requested.

WORKING CONDITIONS/PHYSICAL ACTIVITIES:

Work is performed primarily at the Juvenile Services Center and Detention Facility. The incumbent may be exposed to physical hazards while working with hostile clients with a potential for violence. Substantial telephone and in-person contact with other agencies, community members, clients, and families require that the incumbent communicate effectively. Evenings, weekends and overtime work may be required.

KNOWLEDGE AND ABILITIES:

Knowledge of: The physiological, psychological and social/cultural affects of alcohol and drug addiction, particularly as it relates to youth. The evaluation, assessment, diagnosis and treatment of alcoholics and drug addicts. Case management techniques. The Juvenile Court correction system.

Ability to: Use professional skill, objectivity, and insight. Deal constructively with both positive and negative reactions. Demonstrate effective oral and written communication. Possess adequate computer skills. Maintain confidentiality per 42.CFR, Part 2. Must be able to work successfully within the context of a team and be a team player. Demonstrate effective verbal and written skills. Understand and follow policies, procedures, and guidelines. Anticipate problems and respond quickly and decisively to unexpected situations and behaviors.

QUALIFICATIONS:

Must be a Chemical Dependency Professional, registered in good standing with the Washington State Department of Health. Applicants who do not meet CDP counselor qualifications upon hire must be actively pursuing certification and must meet the requirements within 24 months of appointment and must also be a registered counselor with the Department of Health.

Two years progressively responsible support work experience in social work, court services, probation or counseling, preferably working with individuals in chemical dependency treatment; or a Associates degree in Behavioral Sciences, Criminal Justice, Social Services or related field from a college or university accredited by an agency recognized by the US Department of Education, is required; or any equivalent combination of related education, training and experience which provides the applicant with the desired skills, knowledge and abilities required to perform the work.

Previous computer experience is preferred. Previous experience working in courts, in law enforcement or in a criminal justice environment is preferred.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS:

A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.

Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.

Must have a safe driving record, subject to verification. Prior to employment, the selected applicant must provide a copy of their State driving record.

Must possess and maintain current First Aid and CPR certification by time of appointment.

Must receive a TB test yearly. Must receive Hepatitis B vaccine or sign a waiver.

Must successfully complete a multi-phase testing process. These tests may include, but are not limited to, polygraph, psychological examination, and a comprehensive background investigation through law enforcement agencies.