

# Peer Assistance Services, Inc.

## Job Description

<b>Job Title</b> Case Manager <i>Co-Occurring Specialty</i>	<b>Program (s)</b> TASC Treatment Accountability for Safer Communities	<b>FLSA Exempt Status</b> Salary Exempt
<b>Date:</b>	<b>Date of Last Revision</b> March 3, 2009	<b>Hours</b> Monday – Friday 8:00a.m. – 6:00p.m. <i>Regional Office hours may vary</i>

**Primary Purpose of Job:** Employee is responsible for assessment, referral, and on-going case management of clients of the Colorado TASC Program in Greeley.

### Principle Duties and Responsibilities:

1. Maintain an assigned client caseload of clients with co-occurring disorders from assessment and referral through date of discharge from the TASC program.
2. Conduct assessment, and make referral to appropriate levels of treatment. Provide on-going compliance monitoring.
3. Support clients in accessing public benefits and services as well as wrap around services necessary.
4. Maintain accurate records on assigned caseload, to include client files, vouchers, and data entry
5. Facilitate regular communication between Parole and community-based partners.
6. Regular staffing of caseload with supervising Parole Officer and treatment providers
7. Monitor collection of specimens for urinalysis testing. Assist Intake Coordinators with monitoring procedures to include:
  - a. Completion of chain of custody forms
  - b. Fee collection
  - c. Data entry of test results and other documentation
  - d. Filing of results
8. Review status of Monitored Sobriety Only/ UA Only clients with Intake Coordinators regularly.
9. Additional duties as requested by the director

**Reports to:** TASC Program Director

**Direct Reports:** None

**Job Specifications:** Bachelors Degree in Human/Behavioral Services, Psychology, Social Work or related field. Masters Degree Preferred. Minimum two (2) years experience with case management of clients with co-occurring disorders. Relevant knowledge of substance use and mental health disorders, as well as community resources, required. Must currently hold or be eligible for the following certifications: Certified Addictions Counselor, Level III. Strong Computer skills required.

**Working Conditions:** Favorable office environment with some in-state travel required. Periodic weekend hours may be required.

**Physical Requirements:** Position requires intermittent sitting, standing, and walking. Occasional lifting of up to 40 pounds. Good visual and auditory acuity required for client assessment and interaction. Manual dexterity required for date entry. Same gender matching required for observation of specimen collection.

**Disclaimer Statement:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required for employees assigned to this job.

**To apply please e-mail resume and cover letter to [hr@peerassist.org](mailto:hr@peerassist.org) (phone calls will not be accepted) Minorities are encouraged to apply. EOE.**