

Peer Assistance Services, Inc.
Western TASC Case Manager (Male Only Position*) Job Announcement

Colorado TASC (Treatment Accountability for Safer Communities) is a statewide program that provides comprehensive case management services to individuals on parole who have substance use disorders. The Colorado TASC program is comprised of four regional programs. The Western TASC Program maintains offices in Grand Junction and Durango.

Job Title: Case Manager	Program (s): Western TASC—Grand Junction	FLSA Exempt Status: Salary Exempt
Date: Immediately	Date of Last Revision November 13, 2008	Hours Monday – Friday 8:00a.m. – 6:30p.m.

Principle Duties & Responsibilities:

The TASC Case Manager primary responsibilities include

- Maintain an assigned caseload of individual clients from initial assessment and referral until final date of discharge from TASC.
- Assist in the monitoring of male urinalysis testing and administration of Antabuse and breathalyses.*
- Refer the client to the appropriate level of treatment and monitor the client’s attendance and progress.
- Maintain accurate records on assigned caseload, to include client files and data entry
- Facilitate regular communication between Parole and community-based partners.
- Attend regular staff meetings
- Additional tasks as assigned
- In-state travel as required

Reports to: Western TASC Director

Direct Reports: None

Qualifications:

- Bachelor degree in human/behavioral services, criminal justice, or related field
- Relevant knowledge of substance use disorders and/or criminal justice service
- Proficiency with Microsoft Office required.
- Successful completion of a comprehensive background examination conducted by the Colorado Department of Corrections
- Completion of the Colorado Department of Corrections Training Academy (post hire)

Licensure/Certification:

- CAC certification required and facilitated by employer during employment.
- Continuing education relevant to substance use disorders is recommended and may be paid for if funds are available.

Benefits:

- Highly competitive salary
- 27 paid days off annually
- Health insurance with low premiums
- Dental, Vision, Chiropractic discount fee for service plans
- Short-Term and Long-Term disability
- Life Insurance
- 403(B) retirement plan
- Flexible Spending Account Plan

Professional Characteristics:

- Understands and supports the mission and philosophy of Peer Assistance Services and TASC
- Understands and supports the mission of the Department of Corrections
- Recognizes obligation to confidentiality of program participants and records
- Demonstrates the ability to communicate effectively with individuals
- Supports and is sensitive to concepts of human rights
- Has the ability to relate to diverse groups
- Ability to establish and maintain effective working relationships with other Peer Assistance Services staff, the Department of Corrections and other organizations in the community

Working Conditions: Favorable office environment with some state-wide travel required

***Physical Requirements:** Position requires male to observe male urinalysis. Position requires intermittent sitting, standing, and walking. Occasional lifting of up to 30 pounds. Good visual and auditory acuity required for client interaction.

Disclaimer Statement: The above information on this announcement 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 or fax to 303.369.0982 (phone calls will not be accepted) Minorities are encouraged to apply. EOE.