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JOB TITLE: MAT Case Manager/Treatment Counselor - Non Exempt

Reports To: Sr. Clinical Director Non-Exempt

Duties and Responsibilities

The MAT Case Manager/Treatment Counselor/FT CASAC is responsible for providing services including intensive case management and care coordination under one or more grants focused on providing MAT services for clients with a primary Opioid Use Disorder. The case manager/treatment counselor will coordinate with various community agencies and coordinate services for clients in the community and clients in custody preparing for release who are in need of AODA treatment, MAT, and other treatment and community services.

Essential Job Functions/Duties

- Responsible for performing clinical assessments and utilizing the DSM V diagnostic criteria, and other evidence-based screening and assessment tools.
- Coordinate with the (input specific jails will be working with) criminal justice system for referrals, intake and assessment, coordination of MAT and other treatment services while in custody, and with the client as well as other treatment professionals to ensure comprehensive re-entry plan for clients receiving MAT prior to release from custody.
- Coordinate with (jails or courts) and other community agencies, to accept referrals and provide assessment, case management, and care coordination for MAT and treatment services for clients in the community seeking services.
- Responsible for providing case management and counseling services to all clients in a variety of areas including AOD, mental health, insurance benefits, education, employment, housing, and other identified areas of need.
- Will work with the client to develop a person-centered and strengths-based case management plan, regularly review and update the plan based on client progress and presenting needs, and involve treatment team members in case planning following case management best practice principles.
- Responsible for coordinating referral to appropriate treatment services in the community based on client need, level of care placement criteria.
- Coordinate with the Department of Corrections to ensure proper coordination of care between clients' treatment, probation/parole case plan, and participation in the program for clients on community supervision.



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- Maintain accurate documentation for all clients, including but not limited to: assessment information, progress notes, alcohol and drug testing results, collateral contact information, progress updates and discharge information.
- Enter all admission, discharge, and participation information into required databases based on grant requirements, information required for care coordination, and other program reporting requirements.
- Maintain continuing education requirements for any license(s)/credential(s) and attend trainings applicable to program work to ensure up to date and evidence based practices are utilized appropriately.

Secondary Duties

- Prepare program activity reports and maintain statistical record keeping for evaluation, fund development and marketing purposes.
- Assist in identifying public policy initiatives to advance our mission.
- Provide back-up administrative duties as needed.
- Attend job-specific committee/affiliation meetings.
- Participate in agency staff/committee or program meetings and attend all designated agency functions as specified by the Executive Vice President.
- Other duties as assigned.

Qualifications

Bachelor's Degree in Social Work, Psychology, Health Education, and Criminal Justice.
Master's Degree preferred.
CASAC required
Minimum of 3-5 years' experience in the criminal justice and substance abuse field preferred.
Extensive knowledge of MAT.
Knowledge of laws governing confidentiality.
Experience providing individual and/or family intervention services.
Excellent written and verbal communication skills.
Proficient in Microsoft Office Suite and Google applications, as well as utilizing EHR.
Have training in the administration of Naloxone within the first six months of hire, and be willing to administer Naloxone in the case of a suspected opioid overdose

Salary Range: \$44,000

Submit resume and cover letter to:

Wendy Jenerette, Sr. Director of Human Resources

Email: Jenerette@exponents.org