**LRADAC**

**Job Description**

**Job Title:** Case Manager / Transitional Youth Recovery Support and Family Coordinator  
**Department:** Transitional Youth Services  
**Reports To:** Director of Transitional Youth Services  
**FLSA Status:** Non-exempt  
**Wage/Salary:** Hourly  
**Work Hours:** Full-time, 37.5 hrs weekly, routinely Mon – Fri, flex schedule as approved by supervisor.  
**Prepared By/Date:** JM 8/17/18  
**HR Approval Date:**

**SUMMARY**  
The Incumbent’s primary duty is the performance of case management and substance misuse treatment activities for transitional youth clients. Under regular supervision of the Director, provides recovery and family support counseling and case management. Duties will include: family counseling, family dynamics groups counseling, conducting recovery support groups, and assisting clients in finding and accessing recovery support networks. This position requires a valid driver’s license and eligibility to drive agency vehicles.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** includes the following.

- Reports to work when scheduled and on time.
- Provides individualized case management services for transitional youth clients to include: assisting in client engagement, identification of case management needs, coordinating the Case Management Plan, supportive phone calls, coordination/referral with other supportive services and/or community resources, family reunification assistance, and mental health services coordination. (55%)
- Provides individual, family, and group services for clients as identified in the designated curriculum and in coordination with primary clinical counselor. (15%)
- Provides case consultation, staffing and coordination of care. (10%)
- Conducts follow-up screenings on clients post-treatment services. (5%)
- Documents all services and coordination in accordance with agency protocols. (10%)

**MARGINAL DUTIES** (5%) includes the following:

- Attends all required meetings and training sessions.
- Attends treatment team meetings and participates in regular clinical supervision.
- Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**  
This job has no supervisory responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Minimum Education and/or Experience
Bachelor’s degree in a human services type field, and at least two years working in a similar capacity with young adults with mental health and substance misuse challenges.

Language Skills
Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from clients, other service providers, staff, and the general public.

Mathematical Skills
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations
Certified as a Substance Abuse Specialist, or eligible to complete the certification within the required timeframe. Completion of Case Management Training through DAODAS following 1 year of employment is required. Certification as a Clinical Addictions Counselor through the SC Association of Alcoholism and Drug Abuse Counselors, or be able to complete the certification/licensure within the allotted timeframe preferred.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hand and arms, and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

COMMENTS: LRADAC reserves the right to revise, modify or amend this job description at any time with or without notice to employees. Job descriptions are not intended as and do not create employment contracts. LRADAC maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

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