

FAIRVIEW RECOVERY SERVICES, INC.
CASE MANAGER (Updated Sept. 2008)

MISSION STATEMENT: Fairview Recovery Services helps people with the disease of alcoholism, chemical dependency, and co-occurring conditions live independent, healthy, and productive lives by providing a continuum of individualized services and care.

As a member of the Fairview Team and an integral part of a culturally diverse work environment, candidates must be able to promote and support the attitudes, behaviors, knowledge and skills necessary to work respectfully and effectively with each other as well as demonstrate the ability to address the needs of the racial and ethnic individuals FRS serves.

DISTINGUISHING FEATURES OF THE POSITION: The work involves responsibility for counseling and offering guidance to a variety of clients in a clinical or residential setting. Duties are performed as a part of an interdisciplinary team. Work is performed under direct supervision of the Program Coordinator with leeway allowed for the exercise of independent judgment in individual cases. Work is reviewed through clinical supervision and review of records. The Case Manager performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Participate as a member of the interdisciplinary team in program planning, evaluation of client needs, and treatment planning and implementation of direct services;
- Participate in the planning and implementation of educational, vocational and training programs: act as a consultant to client and makes referrals, as appropriate, to schools, social service agencies, health-related organizations, probation personnel, and other groups and agencies;
- Counsel clients on basic addiction and recovery issues, living skills, the use of social and recreational outlets, and educational and vocational opportunities;
- Prepare and maintain required reports, case records, progress reports and similar documentation.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: 1) Working knowledge of the principles, practices and techniques used in group and individual counseling. 2) Working knowledge of human behavior, socio-economic problems and development. 3) Ability to recognize psychiatric symptomatology and to participate in formulating effective treatment plans. 4) Ability to establish, maintain and terminate a counseling relationship. 5) Ability to establish and maintain effective working relationships with others. 6) Ability to communicate effectively, both orally and in writing. 7) Ability to maintain records and prepare reports. 8) Displays good judgment and tact.