

Job Posting

Organization:	Franklin/Fulton County Drug and Alcohol
Job Code / Title:	Drug and Alcohol Case Management Specialist Trainee
Type Position:	Full Time
Salary Range:	\$20.81
Pay Grade:	16
Posting Length:	Standing Posting
Posting Dates:	Until Further Notice
Contact Name / Number:	Charles Martin III / (717)261-3150
Job Description:	See Attached

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

A bachelor's degree; or Any equivalent combination of experience and training.

2. County of Franklin Approved Additional Special Requirements: None

HOW TO APPLY – ALL CANDIDATES

The following materials must be received by the Human Resources Department.

1. Completed County of Franklin Employment Application, (Need not be notarized). The application must provide details of experience and training as related to the minimum experience and training requirements for the vacancy so eligibility can be determined.

If interested in applying, please send applications to:

Attn: Charles Martin III, 272 North Second Street, Chambersburg, P.A. 17201

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

FRANKLIN COUNTY

DRUG/ALCOHOL CASEMANAGEMENT SPECIALIST TRAINEE

June 9, 1998

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

This is professional work of a trainee nature in the field of drug and alcohol providing, a full range of case management services under the supervision of a higher level professional.

Employees in this class participate in a formalized training program in order to acquaint them with the functions of drug and alcohol case management. The training, which is a combination of formalized instruction as well as on-the-job training, is geared to providing the employee with the knowledge, skills and abilities needed to provide a full range of case management services to alcohol and other drug clients. As training progresses employees are given more latitude in terms of identifying, referring and authorizing appropriate services for the alcohol and other drug clients in order to ensure that they have access to services in a continuum of care. Employees receive training and work towards sharpening their interpersonal skills in order to enable them to develop a rapport with the client they are serving, and become a client advocate so as to assist them throughout the provisions in their services plan. Employees begin to monitor client progress in the treatment system. Employees receive training in the appropriate regulations, policies and procedures and are encouraged to develop skills involving initiative and independent judgment. As training progresses the employees are responsible for managing a small caseload of clients and are expected to carry out the administration of this caseload under direct and close supervision. Supervision is received from a higher level case manager or from a supervisory or administrative staff member.

ESSENTIAL FUNCTIONS OF JOB

1. Learn appropriate assessment practices and techniques in order to obtain necessary information from clients, family and/or involved collaterals for the identification of service needs for drug and alcohol related problems.
2. Receive training and assists in the determination of the level of care required based on placement guidelines.
3. Receives training and assists in the determination of appropriate funding arrangements and learns to authorize or recommend services for alcohol or other drug clients.
4. Participates in monitoring client treatment progress and/or the performance of utilization review activity.
5. Receives training and assists in the coordination and provision of access to available alcohol and other drug and ancillary services, such as housing, child care, medical and financial services.
6. Learns to develop and implement a client service plan based on the results obtained from the assessment process.
7. Receives training and assists in the orientation of clients to the program, policy,

procedures and treatment process.

DRUG/ALCOHOL CASEMANAGEMENT SPECIALIST TRAINEE

Position Description

ESSENTIAL FUNCTIONS OF JOB (Cont'd)

- 8. Learns to conduct client follow-ups at required intervals.
- 9. Develops skills in serving as an advocate for client.
- 10. Performs other related duties as required.

OTHER DUTIES OF THE JOB

- 1. Provide community outreach services/training as needed.
- 2. Attend meetings, training, in services as required.
- 3. Assist in resolving client/program complaints.
- 4. Perform other job related duties as required.

SUPERVISION RECEIVED

Will receive initial training and upon successful completion to Supervisors satisfaction, will receive occasional instruction and supervision from Program Specialist, in regard to daily work duties.

SUPERVISION GIVEN

None.

I HAVE READ THE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF D&A CASEMANAGEMENT SPECIALIST TRAINEE (DRUG AND ALCOHOL) AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(Signature of Employee)

(Date)

(Signature of Supervisor)

(Date)

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.