

# Case Manager / AOD Counselor

**Salary:** \$2,500 per month for the first 3 months, \$3,000 per month after that

**Benefits:** Accrued paid vacation and sick time

**Days/Hours:** Monday - Friday / Hours can vary slightly by case load will have 40 per week

**Location:** Oroville, CA



**THE ELIJAH HOUSE**  
RESTORATION THROUGH TRANSFORMATION

**Description:** Case Manager is responsible for assessing and monitoring client's behaviors while in treatment for chemical and alcohol abuse and dependency. Generally, your job is to assess your clients immediate and long-term need, develop a treatment plan to reduce or eliminate any substance abuse or criminal thinking. Your job may consist of making referral appointments to meet mental health or medical needs; work with the Job developer to build your client's employability or start the process for SSI depending on your clients' needs and capabilities. The AOD Counselor/Case Manager is responsible for documenting client behavior in group participation and counseling. Counselors will also be providing crisis management and counseling services while also running group therapies and education for the clients and family/significant others in a therapeutic setting. Other job duties include caring for client's emotional needs and coordinating treatment and discharge planning.

## **Duties and Responsibilities:**

- Provide assessment and participate in the treatment planning with clients.
- Review client chart for completion of all paperwork with appropriate signatures; completing weekly audits each Friday.
- Facilitate discharge planning and community outreach.
- Respond well to emergencies and initiate action as required.
- Record noteworthy events involving client's activities in the daily record.
- Respond to client complaints in an efficient and timely manner.
- Check for completion of client orientation by support staff.
- Contact family immediately and set up a schedule of communication for the remainder of treatment if desired by the client.
- Meet with clients individually twice a week at minimum.
- Complete notes for every group and interaction.
- Attend and participate in staff meetings and trainings.

## **Required Skills:**

- Must be CCAPP or CAADE Certified
- Must have two (2) years' experience
- Ability to coordinate with professionals from diverse backgrounds, working at distinct levels
- Commitment to the philosophy of recovery and continuity of the program and of consideration and respect of clients.
- Customer service oriented, professional attitude

## **Education and minimum qualification:**

- Must possess a High School diploma or a GED.
- Must be familiar with HIPAA/client confidential and personal rights.
- Must be able to pass drug and alcohol tests

**To Apply:** Call The Elijah House Oroville Outpatient Clinic at: 530-854-4119 to set up an interview. Bring a Standard Application, Job Application Questionnaire, and Resume with you to the interview.