

Centennial Mental Health Center, Inc.

Job Description

Job Title:	MAT Case Manager	Job Class:	Program Delivery
Reports to:	Regional Clinical Director, Program Manager or Regional Operations Director	Grade:	37
Status:	Non-Exempt		

POSITION SUMMARY

Provides supportive behavioral health interventions to a variety of individuals which may include children/adolescents, adults and older adults.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides behavioral health interventions to assigned consumers either in individual or group sessions.
2. Develops service plans; monitors treatment progress, and follows-up at disposition times.
3. Works with a multi-disciplinary team to monitor and coordinate care, assisting clients to access agency programs and services as well as outside community resources.
4. Provides services (including intensive services for individuals and families) in a variety of settings including office, consumer homes, hospitals, law enforcement facilities, etc.
5. Maintains accurate and timely clinical records consistent with Center standards.
6. Participates in meetings, in-services and supervisory sessions as required.
7. Performs other job duties as assigned.

Bilingual Encouraged to Apply

MAT Program Specific Duties

Complete initial Suboxone paperwork with client and provide program orientation
Develop CM Service Plan with client
Community outreach and education of MAT program to include presentations and distribution of literature
Regularly update client tracking spreadsheet
Provide client's med provider with email update on client participation 1 to 2 days prior to their appointment
Distribute Suboxone as needed to clients
Facilitate psychoeducation groups or co-facilitate Suboxone groups
Maintain communication with Suboxone team through email or phone
Monitor and follow up on substance screening results

JOB REQUIREMENTS

EDUCATION

Bachelor's Degree in psychology, social work, or other human services field.

ABILITIES, KNOWLEDGE, SKILLS

Basic awareness of mental health and substance abuse concepts and issues. Knowledge of community and agency resources. Ability to serve wide range of consumers, including culturally diverse populations. Knowledge of cultural issues that may have a bearing on service provision. Effective written and verbal communication skills. Computer literacy to include basic skills in e-mail communication and word processing. Ability to work flexible hours which may be required. Ability to travel within the Center's service area or to other locations as needed.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

Employee Signature

Date

Administrative Supervisor

Date