



FORSYTH COUNTY
Personnel Services Department
110 East Main Street, Suite 230
Cumming, GA 30040

<http://agency.governmentjobs.com/forsyth/default.cfm>

**INVITES APPLICATIONS FOR THE POSITION OF:
CARE Clinical Case Manager**

An Equal Opportunity Employer and Drug Free Workplace/Excellent Benefits

SALARY

\$43,171.00 Annually

OPENING DATE: 01/25/21

CLOSING DATE: Continuous

POSITION INFORMATION:

JOB SUMMARY

Attends all status review meetings and court sessions. Provides case management for participants. Provides community outreach to assist with linkage. Conducts and documents weekly check-ins with assigned participants in accordance with departmental regulations.

Demonstrates a thorough knowledge of counseling theory and techniques. Develops and implements appropriate therapeutic activities and/or programs. Addresses issues identified in the individualized service plan and focuses on adjustment problems that occur at the workplace, home, school, or family as appropriate. Provides psycho-educational instruction in areas such as social skills, communication skills, parenting skills, mental illness management, and drug education.

Demonstrates a thorough knowledge of group process, mental illness/substance abuse/developmental disabilities, and/or other designated skills areas. Conducts initial assessments and completes steps required in evaluating new participants as directed by Accountability Courts (AC) Assistant Director or Director.

Maintains participants' files in the case management database. Effectively communicates psycho-educational program material. Encourages participation in group discussions.

Schedules, tracks, records, and reports drug screens and completed meeting requirements for participants.

Thoroughly reviews participants' files and completes phase orientations as directed by AC Assistant Director or Director. Makes and documents appropriate referrals for outside services.

Disseminates and provides information to the treatment team. Participates in team discussions of participants' goals, objectives, and motivations.

Provides specialized services (e.g. activity therapy, job readiness programs, etc.), as necessary. Maintains strict confidentiality of sensitive materials and information at all times. Participates in all required trainings. Effectively utilizes training materials in current work assignments.

Ensures that the level of care and recommended services are accurate and supported by the

documentation provided. Maintains court spreadsheet. Maintains log of court-imposed sanctions and ensures compliance. Adds sanctions/incentives/leaves to each participant's log maintained in staff notebook or case management system. Tracks home visits by community policing teams.

Provides administrative support to the Assistant Director who is charged with orchestrating multi-faceted services required to ensure maximum efficiency of operation in the CARE Program. Maintains open line of communication between probation, judiciary, prosecution, treatment providers, and CARE Program team to ensure accurate documentation.

Creates and maintains accurate files on all participants enrolled into the CARE Program. Tracks all involved participants from beginning involvement to completion/termination. Provides updated information regarding non-compliant offenders to probation services, prosecution, treatment, and Assistant Director. Maintains high level of confidentiality in the office as per federal laws and regulations.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in a social sciences or related field supplemented by two (2) years of experience supervising a caseload of clients with mental health issues. Licensure as a professional counselor, clinical social worker, or psychologist from a state or national certifying association preferred.

- Preference will be given for professional counseling experience in a clinical or substance abuse area.
- Must be familiar with HIPAA and Federal Confidentiality Rule 42CFR regulations.

SUPPLEMENTAL INFORMATION

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://agency.governmentjobs.com/forsyth/default.cfm>

OR

110 East Main Street

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Job #02129

CARE CLINICAL CASE MANAGER

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