



Clínica
Monseñor Oscar A.
Romero

Job Announcement

Position Title: Substance Use Disorder Case Manager / Outreach Specialist
Department: Substance Use Disorder
Reports To: Substance Use Disorder Program Director
Status: Full-Time, Union

Position Summary:

Clinica Romero's Substance Use Disorder Intake Coordinator is Responsible for overseeing all aspects of client entry into outpatient services for youth, adult and prenatal services in both sites. Assesses and refers participants to appropriate levels of care. Maintains wait list when at capacity and scheduling of intake appointments, insures outcomes measures as far as new clients and billable services are met monthly.

Responsibilities:

- Provide and oversee the entire intake process for all programs, insure intakes meet Clinic/State and County requirements, meet goals for new incoming clients set by Program Director
- Screen calls for and schedule intake appointments.
- Call to follow up on appointments and replace no shows with walk-ins and new appointments
- Insure incoming client/intakes and no shows are reported to Program Director
- Work with QA staff to insure all aspects of intake and initial treatment plans and Case Managements are on time and billed for
- Work with Admin Assistant to insure all provided services are billed for and follow-up with SAPC to insure all aspects of Intake are completed and requirement are met
- Meet all time lines throughout the entire intake process
- Assist with outreach to insure outcomes are met monthly
- Interview client and family members to determine admission eligibility.
- Provide potential clients with Medical/MHLA benefits
- Follow up with all referral sources that include CASC, DPSS, DCFS, probation, Children's Court, Criminal court, eligibility workers, doctors, psychiatrists and others and collect necessary required paper work when needed.
- Make recommendations to the treatment staff team for a client's admission.



- Develop a thorough, written diagnostic assessment that includes client's addiction history, family history, mental health history, history of violence, and medical health history.
- Insure client meets outpatient level of care and refer out when Clinica does not provide level of care that client need's
- Schedule on going sessions with client upon the first week of intake.
- Provide Orientation for all new clients, insure client understands rules and requirement of SUD program
- Assist QA staff with completed/uploaded charts and make recommendations on client need's
- Develop and write up a comprehensive initial treatment plan.
- Complete and review intake packet to insure all program, state and county requirements are met
- Process and upload all information into SAGE as necessary
- Work with SAPC staff to insure all information is included and meets program/state and county requirements
- Assist in planning and seeking referrals for client's transfer or termination.
- Document and conduct all Case managements, Individuals/CI and all other billable services provided to insure billing is maximized
- Assist with group/group notes when asked by QA staff or Program Director
- Maintain documentation on all applicants for outpatient treatment in accordance with Federal, State, County, and agency guidelines.
- Verify client eligibility and assist client when Medical or MHLA benefits as needed
- When client has not returned to treatment responsible for no show's and final discharge as directed by QA Staff or Program Director
- Insures all forms are neat/signed/filled out and included in intake packet
- Follow up and provide client charts with any needed documentation
- Complete LACPRYS/CALOMS and insure all client information is accurate and matches
- Assists with discharges/justifications, no shows, treatment planning
- Must be certified or registered with a DHCS approved certification.
- Responsible for recruitment of new clients in both the youth and adult population
- Ability to engage the community and have them refer Clinica Romero as their program of choice
- Case Manage/Counsel/Group Facilitate both youths and adults that have substance abuse problems (Ages 12 and up). Include all necessary documentation and insure services are accurately billed for
- Responsible to assist Counseling Staff with case load and providing their clients with quality service when needed
- Direct one on one sessions and administer crisis intervention / case management
- Facilitate and prepare groups sessions on various topics relating to recovery, insure group notes are completed and billed for



- Complete all necessary documentation in a timely manner. This includes reports, progress notes, discharge summaries, treatment plans, aftercare plans and all other required documentation.
- Transport clients to and from program if needed
- Assist Quality Assurance Staff as needed
- And other assigned duties

Qualifications

- Registered counselor; certification a plus but not required.
- Must be highly motivated and demonstrate good communication skills
- Must have the ability to recruit new clients (adults and youth) to our agency.
- Must meet expected outcomes in terms of new clients enrolling as a result of your efforts in the community.
- Must meet goals and objectives given by Program Manager.
- Must have an understanding of the 12 Core Functions
- Must have the ability to write individual, justifications and group progress notes/treatment plans/ needed documentation that meet county standard
- Must have experience in group facilitation.
- Must demonstrate an understanding of the recovery process, which includes the twelve step program(s).
- Must have experience case managing/counseling clients in recovery.
- Must have experience in observed drug testing of clients.
- Registered or Certified Substance Abuse/ Addiction Counselor
- Must have Internship Completed
- Must be Bilingual
- Completion Certificate of Addiction Studies
- Valid driver's license and proof of insurance is required
- Must have knowledge of Microsoft Office and Excel.
- Experience in SAGE and SAGE training completed
- Experience working with Drug Medi-Cal clients
- Must have Understanding of Drug Medi-Cal requirements/process
- Must have reliable transportation, as this position requires you to travel
- Must have ASAM training and experience



Benefits:

- Medical and Dental Benefits (at no cost to you)
- Paid Holidays
- Personal Days
- Vacation 10 days per year
- Sick Leave
- 403 B Retirement Plan
- Continued Education Stipend
- NSHC-SUD Loan Repayment Program