



## Job Title: Case Manager



### Organization/DBA Overview

Appalachian Behavioral HealthCare (ABHC) a DBA of Pollen8 provides behavioral health services to the women in our treatment facility. We provide an innovative approach to recovery and hope to become leaders in the opportunity of long-term sobriety. Our goal is the reintegration of women in recovery back into society. We do so through economic development, agriculture, education, employment training, and basic life skills.

### Job Summary

Case Managers for ABHC handle the day to day functions of residents. Case Managers assist in developing and executing person-centered treatment plans including but not limited to assuring clients are completing their to-do lists toward their treatment plan and goals. Case Managers instruct, assign tasks and ensure client participation and completion of all Basic Life Skills curriculums. Case Managers will help navigate and teach time management leading to self-efficacy as it pertains to schedules, appointments and deadlines such as taxes or assignments if the program participant is enrolled in school. Case Managers will be the point of contact for all other ABHC staff to report updates/infractions in workplace, home life and volunteer services. Case Managers will ensure each participant in their case load have completed all assignments, job training modules to determine eligibility for program completion.

### Qualifications:

- Good written and verbal communication skills and the ability to interface with all levels of staff.
- Ability to work independently with minimal supervision.
- Demonstrated ability to prepare materials, presentations, handouts, etc.
- Strong organizational skills.
- Knowledge of Substance Abuse and Addiction-12 step recovery programs.
- Ability to understand and carry out written and oral instructions.
- Ability to accept and utilize supervision.
- Microsoft Office Word, Office Electronics, and Basic Office Machines.
- Must have valid driver's license and willing to travel within 15 miles of facility.
- Must be eligible through WV CARES.
- Must pass drug screen prior to and randomly during employment.
- 3 years (minimum) with Substance Use Disorder Treatment fields or mental health services
- Bachelor's(required) or Master's Degree in one of the following Human Services Fields: Social Work, Sociology, Psychology, Counseling, Nursing, Political Science, Human Services, Education, Criminal Justice, Board of Regents with an emphasis in Health Specialization, and Family and Consumer Science.

Direct Supervisor: ABHC Program Director

Staff Supervisory Responsibilities: None

### Compensation and Benefits:

- \$30,000 annual wages
- 40+ hour work week/1 hour daily lunch
- Paid Vacation, PTO, select Holidays