

VACANT POSITION ANNOUNCEMENT

Date Posted: 02/03/2014

Cutoff Date: 02/10/2014

All applications must be submitted before 3:00 pm on the cutoff date indicated above.

Job Position: Case Manager

Department: Residential Women's Program

Full-time with Benefits – Monday through Friday

Date Position Available: Immediately

Job Description: The Case Manager coordinates the overall interdisciplinary plan of care for a patient, from admission to discharge. Working with the patient, the family as appropriate, the primary counselor, and the treatment team, s/he relies on clinical theory and experience to plan and accomplish treatment goals. This position is responsible for the bio-psycho-social history, development of the treatment plan, concurrent reviews with third party payors, communication with referral sources and the continuing care plan. This position will also coordinate with assigned Counselor to develop treatment plans. The primary duties and responsibilities include, but are not limited to, the following:

- Meets with the patient to complete the bio-psycho-social history.
- Assists the primary counselor in collaborating with the patient and family as appropriate to develop measurable behaviorally specific treatment goals, objectives, and modalities of care.
- Conducts concurrent reviews/appeals with third party payors including retroactive appeals following discharge, coordinating with admissions, patient registration, financial advisors, and accounts receivable personnel as needed.
- Coordinates the patient's care with the various on site treatment providers as needed.
- Acts as a liaison between the treatment team, the marketing team, and referral sources, keeping them abreast of patient progress and continuing care needs through verbal and written communication, as well as meetings as needed.
- Collaborates with the patient, family as appropriate, primary counselor and treatment team in developing the continuing care plan including securing any necessary post-discharge appointments.
- Documents pertinent clinical information into the electronic patient record, as well as documenting pertinent information into the business record re: utilization reviews.
- Maintains confidentiality of company and patient information.

Qualifications for Position:

- LADAC, RN, LCSW or equivalent licensure or Master's Degree in Counseling or related field desired
- Minimum of two (2) years experience in behavioral healthcare field, addiction treatment experience preferred OR five years experience in behavioral healthcare as utilization reviewer, case manager, or admissions counselor with addictions treatment experience preferred.
- Excellent customer service and interpersonal skills; good problem-solving and analytical skills; excellent written and oral communication skills;
- Computer skills with ability to quickly learn and use clinical software;
- Knowledge of signs/symptoms of intoxication/withdrawal of alcohol and common drugs of abuse; knowledge of general options for addiction treatment;
- Excellent interviewing skills; excellent observational skills; leadership skills;
- Ability to work calmly, professionally and as an ally with people in crisis; knowledge of and ability to apply information regarding age/cultural/population specific characteristics to patient care in assigned area.
- If recovering, two years of verifiable abstinence required with five years preferred; active participation in the appropriate Twelve Step program preferred.

Inquiries for this position should be directed to Bobbie Jo Yokley. To apply for the above position, please submit a cover letter along with a current resume to Bobbie Jo via fax (615) 432-3133 or email at bobbiejo_yokley@cumberlandheights.org. You will be contacted should an interview or other information be desired.