

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

<b>Agency:</b> Board of Commissioners	<b>Unit:</b> Counseling Services
<b>Name:</b>	<b>Position Title:</b>
<b>Class Title:</b> Case Manager/Assessment Specialist	<b>Class Number:</b> 35412
<b>Dept./Div.:</b> TASC	<b>Civil Service Status:</b> Unclassified
<b>Reports To:</b> TASC Director	<b>Employment Status:</b> Full-time
<b>Pay:</b> Resolution	<b>FLSA Status:</b> Non-exempt

**QUALIFICATIONS:** An example of acceptable qualifications:

Bachelor's degree or equivalent in Criminal Justice, Counseling, Social Work or relevant field. Must be certified/licensed to do chemical dependency assessments as required by ODADAS standards. Knowledge of computer systems and applications is a must. Must be able to obtain chemical dependency certification, maintain proper credentials required by ODADAS TASC certification and possess a valid Ohio driver's license with an acceptable driving record.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must be able to obtain chemical dependency certification, maintain proper credentials required by ODADAS TASC certification, complete 20 hours TASC continuing education annually and possess a valid Ohio driver's license with an acceptable driving record and reliable transportation.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive.

Automobile, computer, general office equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING**

**CONDITIONS:** For purposes of ORC 4167.

Frequent - required to work with human blood or any other body fluids; exposure to potentially violent or emotionally distraught persons.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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<b>Class Title:</b>	Case Manager/Assessment Specialist	<b>Class Number:</b>	35412
<b>Supervisor's Title:</b>	TASC Director	<b>Number:</b>	71471

**Supervises:** N/A

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

**JOB DUTIES:** In order of importance

#### **ESSENTIAL FUNCTIONS OF THE POSITION:** (\* indicates developed after employment)

60% (1) Screens referrals and provides referrals with information regarding TASC purpose, philosophy, and services; coordinates program eligibility assessments including criminal history check, drug screening, and general assessment of acceptability for treatment and TASC services; maintains an average caseload of 20-30 active clients, 50% direct service time and separate and accurate client files, adhering to all state and federal laws regarding confidentiality of substance abuse patient records. Develop individual case plans for all clients and revise as necessary and assure that all client files are in adherence to Ohio Department of Alcohol and Drug addiction Services program standards.

(1) **Knowledge of:** (a)\*; (b); (c); (d)\*; (e); (f); (g).  
**Skill in:** (h); (i).  
**Ability to:** (j); (k); (l); (m); (n); (o); (p); (s); (t); (u).

30% (2) Identifies appropriate community treatment resources and coordinates intervention; compiles and prepares reports and maintains case records regarding client treatment response. Gather information to assist in referrals. Conduct TASC assessments; prepare and submit forms, reports and notifications in a timely manner and submit monthly progress reports to the treatment agencies and to the courts. Refer clients to appropriate service providers (including AOD treatment).

(2) **Knowledge of:** (a)\*; (c); (d)\*; (e); (g).  
**Skill in:** (h); (i).  
**Ability to:** (j); (m); (n); (o); (p); (q); (r); (s); (u).

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### OTHER DUTIES AND RESPONSIBILITIES:

10% (1) Arranges for client's release and referral to appropriate treatment provider; monitors client activities including assertive attempts to engage targeted individuals and ensures client reaches treatment providers and services, including arranging transportation and providing advocacy services; monitors and evaluates urinalysis testing and results for compliance with program rules; provides consultation and referral services for client families, social agencies, courts, hospitals, etc.; performs other duties as assigned.

(1) **Knowledge of:** (a)\*; (c); (d)\*; (q).  
**Skill in:** (r); (s).  
**Ability to:** (h); (i); (j); (k); (l); (m); (n); (o); (p); (t).

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\* indicates developed after employment)

**Knowledge of:** (a) TASC policies and procedures\*; (b) interviewing; (c) social work techniques; (d) TASC goals and objectives\*; (e) case management; (f) alcohol, drug, and nicotine abuse; (q) social services policies, programs, rules, and regulations.

**Skill in:** (r) word processing; (s) motor vehicle operation.

**Ability to:** (g) interpret a variety of instructions in written, oral, picture, or schedule form; (h) deal with problems involving several variables within familiar context; (i) recognize unusual or threatening conditions and take appropriate action; (j) define problems, collect data, establish facts, and draw valid conclusions; (k) prepare accurate documentation; (l) compile and prepare reports; (m) communicate effectively; (n) gather, collate, and classify information; (o) maintain records according to established procedures; (p) develop and maintain effective working relationships; (t) handle sensitive inquiries from and contacts with officials and general public.

