



OF SOUTHEASTERN MICHIGAN

Case Manager – Women and Families Services

POSITION DESCRIPTION	
Full time position-hourly paid Full benefits	Travel and client transport required-Use of personal vehicle
Interested applicants should be willing to demonstrate an applied commitment to the mission, vision and values, as well as knowledge and skills in consumer-oriented practices, as well as innovations in support, service, treatment, and care practices.	
MINIMUM QUALIFICATIONS:	
<ol style="list-style-type: none"> 1. Bachelor’s degree in social work, education, child development or related field. A Master’s degree is preferred. 2. Must possess MCBAP credential (CADC or have registered development plan with progress toward implementation). 3. Active status, license or certification in accordance to professional field required by that governing body (LBSW, LMSW, LLMSW, etc.). If no license, must possess full MCBAP CADC certification. 4. Two years of experience in substance abuse field, working with at-risk and high risk families. 5. Must have/are working towards possessing: 1) a minimum of 8 semester hours or equivalent of gender specific substance use disorder training; or 2) 1040 hours of supervised gender specific SUD training. 6. Possess a current Michigan Driver’s License. 7. Completion of ICHAT check, National and State Sex Offender Registry Checks. The Michigan Law Enforcement Information Network & DHS central registry (National Crime Information Data Criminal Record Check & DHS Central Registry if not Michigan resident for 10 years) will not disclose a conviction of a crime, including but not limited to those listed in Rule R400-1151 through R400-1153. 	
ESSENTIAL JOB FUNCTIONS:	
<p>All employees are expected to perform quality work within deadlines; exhibit professional conduct; work effectively as a team contributor on all assignments; work independently while understanding the necessity for communicating; coordinate work efforts with other employees and organizations; support the mission of CARE of Southeastern Michigan.</p> <ol style="list-style-type: none"> 1. Maintain a case load and deliver services according to funding requirements. 2. Provide an intensive level of case management services to pregnant women, women with dependent children or women seeking to regain custody of dependent children, including assessments, referrals, and providing access to community resources. 3. Initiate, monitor and follow up on the referral of individuals to programs and services. 4. Use motivational interviewing and other strategies to encourage full client participation. 5. Advocate on behalf of the client to assure access occurs. 6. Provide a high level of interaction with the client, including in-home visits and meetings in community settings. 7. Facilitate educational classes/groups related to programming as needed. 8. Provide telephone informational requests/support to clients, treatment agencies, referring DHS workers, etc. 9. Complete the necessary documentation in files and other paperwork according to procedures/time frames. 10. Attends quarterly/monthly Departmental and Agency meetings. 	
PHYSICAL REQUIREMENTS:	
<ul style="list-style-type: none"> • Must be able to enter and retrieve data using computer systems, systems applications, and other office equipment. • Ability to lift and transport materials/supplies up to 12 lbs. to health fairs, presentations and/or other public forums. 	

For more information about CARE of Southeastern Michigan, visit www.careofsem.com/employment . Submit all applications to employment@careofsem.com