



Job Title: Case Manager
Department: Pregnant & Parenting Intervention (PPI)
Reports to: Project Link Program Director
Classification: Full Time Non-Exempt

Position Summary: PPI Case Specialists address specific needs of pregnant and parenting females by providing services aimed at reducing the impact, severity, and cost associated with substance exposed pregnancy. PPI Case Specialists provide case management services, community-based linkage and retention services, support for family members/ significant others, and evidence-informed education for mothers at risk of substance use disorder or report a past and/or present substance use disorder diagnosis.

Position Expectations:

1. Provides substance use pregnant, parenting intervention services, and Mommies Program services for high risk pregnant and parenting females and their families.
2. Provides community-based outreach, screening, and other intervention services for pregnant and post-partum women with substance use disorder or at risk of developing substance use disorders.
3. Provides services, referrals, and case management activities based on assessments to pregnant and postpartum females and Mothers with children up to age 6.
4. Facilitates evidence-based curriculum, social parenting activities and parenting support groups, while ensuring all participants are actively engaged.
5. Documents specified activities and services in the Texas Department of State Health Services (DSHS) and Clinical Management for Behavioral Health Services (CMBHS).
6. Initiates and maintains regularly scheduled monitoring of documentation, program activities, and submits monthly reports to Program Director.
7. Assists in coordinating and promoting programs/ special events organized by the agency.
8. Attend monthly/weekly meetings as requested by management.
9. Continue education through workshops and trainings.
10. Complete all job duties in compliance with COADA-CB policies and procedures and DSHS Standards.
11. Notify Program Director of problems and/or when unable to report for scheduled activities. If the Program Director is out, notify the Executive Director or his/her representative.
12. Responsible to understand job position boundaries and follow agency communication chain of command. If the employee is uncertain if they are authorized to perform, or represent the agency in an activity and/or function, they are to contact the Executive Director for clarification prior to taking any action. If the Executive Director is out, contact the Executive Director's representative.
13. Other duties as assigned.

Qualifications:

1. Bachelor's degree or Master's degree in a behavioral health field of study; or
2. LCDC or Qualified Credentialed Counselor; or
3. Two or more years related experience and/or training equivalent combination of experience and education may be considered).
4. Knowledgeable in clinical aspects of pregnant post-partum care, including communicable disease, and risks associated with substance abuse.
5. Demonstrate effective problem-solving skills, knowledge of Motivational Interviewing Model, and reduction of incidence of substance exposure.
6. Must be able to communicate effectively (orally and in writing).
7. Ability to physically reach, stand, kneel, crouch/stoop, climb stairs, and lift a minimum of 30 pounds.
8. Valid Texas driver's license and continuous proof of automobile liability insurance.
9. Must pass a background check and drug screen.
10. Must be able to work evenings and weekends as needed.
11. Bilingual preferred.

I have been provided information regarding insurance coverage.

I have been informed about personal risks and liabilities with this position.

I have read and received a copy of the job description for my position.

I have been given a copy of The COADA - Coastal Bend's policy and procedure manual.

Supervisor/ Director Signature

Date

Employee Signature

Date

Employee Printed Name