

COMPANY: OHIO PROFESSIONALS HEALTH PROGRAM  
 JOB TITLE: CASE MANAGER  
 REPORTS TO: CLINICAL DIRECTOR  
 HOURS: FULL TIME, SALARIED-EXEMPT POSITION WITH BENEFITS

**GENERAL PURPOSE OF THE JOB:**

Serve as Case Manager, providing monitoring and recovery documentation services for healthcare professionals under signed agreement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversee agreement compliance through maintaining appropriate contact with participant, treatment providers, monitors, and supervisors. (30%)
- Perform field visits with program participants according to established frequency guidelines. (30%)
- Perform monitoring duties (i.e. drug testing) when needed as well as documenting all aspects of participant’s treatment and monitoring, and oversee participant charts ensuring integrity of data. (20%)
- Serve as liaison to participants, monitors, employees, and professional liability insurance providers and provide advocacy as appropriate. (10%)
- Interpret monitoring data as well as outside evaluations and information from a clinical perspective. (5%)
- Review Toxicology Results received from bodily fluid drug testing. (5%)
- Perform other duties as assigned

**MINIMUM QUALIFICATIONS**

- Knowledge of substance use disorders and mental health issues
- Knowledge of 12-step recovery program
- Ability to communicate well, have the investigative know-how, and ability to work with individuals who may exhibit strong personalities
- Skill in use of computers with working knowledge and experience in Microsoft Office products
- Ability to present information in a group setting
- Ability to plan and prioritize work with limited supervision
- Ability to travel throughout Ohio for up to 3 consecutive days (valid unrestricted driver’s license required)

**EDUCATION AND EXPERIENCE**

- PC, LSW, or higher plus Chemical Dependency Counseling Certification, LCDC II or higher preferred, but is not required.
- Experience working with substance use disorders and psychiatric populations, as well as counseling with professional populations.
- Master’s Degree in counseling or related field preferred.

Physical Requirements	Rarely (0 – 12%)	Occasionally (12 – 33%)	Frequently (34 – 66%)	Regularly (67 – 100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with coworkers				X
Standing/Walking		X		
Climbing/Stooping/Kneeling	X			
Lifting/Pulling/Pushing	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system				X

**WORKING CONDITIONS:** Normal office working conditions with the absence of disagreeable elements. Meetings and travel may result in exposure to environmental elements, hospital elements, and others found in healthcare settings.

**NOTE:** The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_