



KARELink Case Manager

Champions is a nonprofit organization that has served Kings County and the surrounding areas since 2000. Initially specializing in Substance Abuse treatment and recovery, Champions has grown to become one of the main providers for social and community based programs within Kings County.

Position Description:

Under the direct supervision of the KARELink Clinician, the KARELink Case Manager will provide case management services for all clientele in a comprehensive manner. Ensure compliance with state and federal laws and regulations, in addition to the Policies & Procedures set-forth by Champions, maintain appropriate documentation within the electronic client records; which includes the use of Anasazi and a designated data-based KARELink system. Further, work collaboratively with all divisions of Champions and provide integrative treatment services, as well as individual and Psychoeducational groups and classes as deemed appropriate. Work jointly within the KARELink system of care.

The Case Manager will manage and oversee a variety of intensive case management functions within the KARELink facility, and will ensure proper and ethical documentation for services and comprehensive service delivery to clientele.

Responsibilities: Major duties include the following:

- 1) Complies with all program policies and procedures; including State/Federal or Certification/Licensure requirements.
- 2) Maintains a caseload of clientele and provide active and comprehensive case management services. Ensuring all area needs are attended to (mental, substance abuse, social, physical, and family). Facilitating case plans and ensuring linkages to care.
- 3) Work collaboratively with KARELink staff and referring parties and service providers.
- 4) Ensures appropriate and comprehensive documentation within the Anasazi system and KARELink data system.
- 5) Participates in weekly staff meetings, in order to address client needs, program issues, and assist in the integration of services for clientele.
- 6) Provide group Psychoeducational groups and classes, as deemed appropriate by management.
- 7) Provides integration of all service divisions of the Program, specifically acting as a bridge between disciplines (SH, DRC, Mental Health, Probation)
- 8) Develops and maintains cooperative work relationships with community agencies and partners, including client connections to outside agencies (i.e., court hearings, open CPS cases and requirements, etc.)
- 9) Complete intakes and eligibilities for potential clientele. Verify completeness and accuracy of documents and data.
- 10) Serve as the main point of contact for all clients and relay client needs to the appropriate channels.

- 11) Participate in applicable meetings, trainings, conferences, etc. as required both internally and externally.
- 12) Remains culturally sensitive and respectful in all client and staff interactions.
- 13) Adheres to all client confidentiality requirements & standards, including updates of the shared ROI to ensure that information is current and accurate.
- 14) Performs other duties as requested by the KARELink Clinician and/ or Executive Director.

Qualifications:

Minimum of an Associate's Degree in psychology, social services, or related field; OR equivalent, and a minimum of 1-year experience in a social service field. First Aid/ CPR and Class C California Driver's License.

Benefits: Accrual of vacation and sick leave hours, holiday pay, group health insurance plans available.