

**CLASS TITLE: TASC CASE MANAGER/INTERVIEWER**

**Class Code: 02820600**

**Pay Grade: 21A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform responsible work in a substance abuse treatment program involving scheduling and performing initial intake interviews to determine client eligibility and/or conferring with counselors and reviewing treatment records to ascertain the progress of each client; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom assignments are received; work is subject to review while in progress and upon completion for conformance to established rules, regulations, policies and procedures.

**SUPERVISION EXERCISED:** As required, may supervise the work of clerical subordinates assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform work in a substance abuse treatment program involving scheduling and performing initial intake interviews to determine client eligibility and/or conferring with counselors and reviewing treatment records to ascertain the progress of each client.

To prepare progress reports concerning clients and to submit such progress reports to authorities in the criminal justice system.

Under supervision, to obtain social, medical, substance abuse and previous treatment histories of clients in order to determine the most appropriate drug/alcohol treatment plan and maintaining a caseload according to assigned programs in a statewide substance abuse treatment network.

In conformance with established methods and format, to be responsible for reporting to a superior each client's progress and their adjustment to a substance abuse treatment program.

To serve in a liaison capacity between the criminal justice system and the drug/alcohol treatment network in order to obtain proper referral information regarding legal statutes, court dates and other relative information.

To inform each prospective client of their rights and privileges under the TASC treatment program and to ensure proper compliance of drug/alcohol counseling mandates as they apply to adult and juvenile offenders.

To be responsible for reviewing and evaluating the effectiveness and efficiency of treatment plans and when necessary to initiate changes in treatment plans, as well as ensuring their implementation.

To make recommendations to a superior regarding such client actions as program acceptance, placement, transfer, dismissal, completion or non-compliance.

To prepare various progress reports on each client's condition and to submit such recommendations to the appropriate parties within the criminal justice system.

To monitor each client's legal status and obtain any additional releases or forms when necessary according to federal confidentiality regulations.

To schedule and attend case conferences when necessary with agents of the criminal justice system, drug/alcohol treatment network, and clients.

To serve in a liaison capacity between the criminal justice system and the drug/alcohol treatment network.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of department policies, procedures, and goals and the ability to adhere to them; a working knowledge of the principles, practices and techniques of a drug/alcohol treatment network and the various modalities of treatment available; a working knowledge of the criminal justice system relating to drug/alcohol treatment programs; the ability to conduct effective interviews with clients; the ability to gather pertinent information to determine client eligibility; the ability to establish and maintain effective working relationships with clients, superiors, associates and the general public; the ability to prepare clear and concise client progress reports; a familiarity with community resources and the ability to utilize them effectively; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Social Services or Health Services, supplemented by courses in Substance Abuse; and

Experience: Such as may have been gained through: employment in a responsible position in a human service program involving conducting interviews of a fact-finding nature to determine client eligibility and evaluating clinical reports for the purpose of ascertaining the progress of each client in a substance abuse program.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: March 12, 1989

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