



## POSITION ANNOUNCEMENT

# **CASE MANAGEMENT SPECIALIST**

## FULL TIME- Grant Funded Position

**DUTIES:** Fayette County Drug and Alcohol Commission, Inc. is seeking a full-time grant funded drug and alcohol Case Management Specialist. The Case Management Specialist is responsible for providing screening, assessment, and case coordination for those in need of services. The Case Management Specialist conducts comprehensive assessments, both in office and mobile for individuals seeking D&A services, determining the most appropriate level of care and placement options. The Case Management Specialist is responsible for all aspects of drug and alcohol case management record keeping as required by the agency, DDAP, as well as third party payers. The Case Management Specialist works with collaboration with outside agencies including health care providers, legal entities, and other social service agencies. Work hours include afternoon, evening, and possible weekend availability.

**REQUIREMENTS:** Bachelors degree with a major in a behavioral health or related field and at least 1 year of clinical experience. Strong interpersonal skills and strengths in the areas of organization and documentation are required, including familiarity of Excel spreadsheets. Applicants must be able to work and think independently with minimal supervision with a wide variety of clientele. Must have a valid driver's license, insurance, and reliable transportation. Required to obtain the Allied Addiction Practitioner Certification through the Pennsylvania Certification Board, when the individual is eligible based on training and experience. Required to work one evening per week until 7:00PM. Applicants will be required to show proof of having obtained all recommended doses of an FDA approved COVID-19 vaccine or a COVID-19 vaccine granted Emergency Use Authorization by the FDA.

Competitive salary and excellent benefit package. Reply: FCDAC, Inc. 100 New Salem Rd., Uniontown, PA 15401. **If interested, please submit a letter of interest and current resume to [jkurnot@fcdac.org](mailto:jkurnot@fcdac.org) . EOE.**

**Mission**

*Enhancing our community's quality of life by promoting addiction free living.*