



Job Title:	Substance Use Case Manager	FLSA:	Non-Exempt
Department/Group:	Substance Use	Reports To:	VP of Substance Use
Location:	Maysville	Travel Required:	Yes
Position Type:	Full-time		
HR Contact:	Christal Henderson	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	-----
Job Description: Advocates for adequate and appropriate supports and monitors those supports.			
Applications Accepted By:			
Drop off at Comprehend Office 611 Forest Avenue Maysville KY, 41056		Email: chenderson@comprehendinc.org	
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> • Receives referrals and performs resource assessment. • Develops support plans using the person-centered approach. • Obtains required monthly Face to face contact with clients. • Communicates with family, significant others, and community resources when appropriate. • Maintains up-to-date documentation per medical records guidelines. • Attends staff training and professional development opportunities. • Other duties as assigned. 			
Qualifications and Education Requirements			
<ul style="list-style-type: none"> • Bachelor’s degree in a human service-related field with one (1) year experience in performing case management services or working with addictions/mental health population. 			
Physical Requirements			
<ul style="list-style-type: none"> • Expressing or exchanging ideas by means of spoken words. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. 			
Special Requirements			
<ul style="list-style-type: none"> • Valid driver’s license and dependable transportation. • Must be able to work flexible schedule. 			
Reviewed By:	VP of Substance Use	Date:	2/28/2024
Approved By:	Human Resources	Date:	2/28/2024
Employee Signature:			
Last Updated By:	2/28/2024		