



Community Care Network

Rutland Mental Health Services & Rutland Community Programs

Community Care Network is looking for a Care Manager Federal Treatment to join our team in Rutland, Vermont.

Community Care Network is comprised of Rutland Mental Health Services and Rutland Community Programs. Our mission is to enhance the well-being of our communities, individuals and families through responsive, innovative and collaborative human services.

About the Role:

The Care Manager provides intensive, community-based case management services to individuals involved with the federal justice system, including federal defendants and persons under federal supervision. This position is responsible for assessing client needs, coordinating access to essential services and resources, monitoring progress toward established goals, and providing supportive, solution-focused guidance to promote stability and successful community integration. The Care Manager collaborates closely with courts, probation officers, treatment providers, and community partners, while participating in re-entry meetings, specialty court programs, and court hearings as needed. Effective communication, timely documentation, and the ability to report progress and compliance concerns both verbally and in writing are essential to this role.

The Care Manager performs all duties in accordance with CCN's Compliance Program and applicable state and federal regulations. The position exemplifies the agency's core values of Trust, Respect, Accountability, Cultural Competence, Continuous Learning and Growth, and Person-Centered Care in all interactions and service delivery.

Principal Responsibilities:

- Provide intensive, community-based case management services to federal defendants and individuals under federal supervision.
- Conduct assessments to identify participant needs, strengths, barriers, risks, and service requirements.
- Develop, implement, and monitor individualized service and treatment plans that support recovery, stability, successful community integration, and compliance with court and supervision requirements.
- Refer participants for screening, assessment, Substance Use Disorder (SUD) treatment, mental health services, and other ancillary services as appropriate.
- Coordinate, consult, and assist participants with life skills development, including time management, budgeting, employment searches, resume development, transportation planning, securing safe and sober housing, and engagement in prosocial recreational activities.
- Connect participants to community resources and support services, including healthcare, behavioral health treatment, education, employment, housing, benefits, and recovery support programs.

- Monitor participant engagement, attendance, and compliance with treatment plans, supervision conditions, and court-ordered requirements, addressing barriers to participation and success.
- Provide supportive, solution-focused counseling, coaching, and advocacy to assist participants in achieving treatment and supervision goals.
- Respond appropriately to participant crises and facilitate access to emergency services and supports when necessary.
- Serve as an active member of the Treatment Court/Re-Entry Court team, collaborating with the Treatment Court Judge, State's Attorney, Defense Attorney, Court Coordinator, Law Enforcement, Probation and Parole, treatment providers, and other community partners.
- Act as a liaison between treatment providers and the court team by obtaining, coordinating, and presenting information regarding participant progress, treatment engagement, and compliance.
- Attend and actively participate in court hearings, staffing meetings, re-entry meetings, specialty court proceedings, trainings, case conferences, and other required program activities.
- Prepare and submit timely verbal and written reports, including weekly participant updates, progress summaries, compliance reports, and other required documentation.
- Coordinate the collection of urine drug screens, breath alcohol testing, and other monitoring activities in accordance with program policies and procedures.
- Maintain accurate, timely, and confidential records, case notes, assessments, treatment referrals, and service documentation in compliance with agency, court, contractual, and regulatory requirements.
- Participate in program evaluation, quality improvement initiatives, outcome reviews, and the ongoing development and enhancement of court and re-entry services.
- Build and maintain effective working relationships with participants, family members, community providers, court personnel, and partner agencies.
- Ensure confidentiality and protect participant information in accordance with federal and state laws, regulations, and agency policies.
- Engage in regular supervision, professional development, and required training to maintain competency and effectiveness in the role.
- Adhere to CCN's Compliance Program and perform all duties in accordance with applicable federal, state, and local regulations.
- Demonstrate and promote the agency's core values of Trust, Respect, Accountability, Cultural Competence, Continuous Learning & Growth, and Person-Centered Care.
- Perform other related duties and responsibilities as assigned by the supervisor to support program, departmental, and organizational objectives

Qualifications and Competencies:

- Bachelor's degree in related field or equivalent in education and/or experience.
- AAP certification required; those without current certification must obtain within 180 days of hire.

- Must have a general knowledge of: community resources, treatment courts, the criminal justice system, Medicaid, standard models of service coordination, 12 – step/recovery methodology, relapse and experience working in human service settings.
- Must have a valid driver's license, reliable transportation with personal automobile liability insurance coverage at or above the levels mandated by the State of Vermont.
- *Successful completion of a criminal history background check after hire.

Benefits:

- Competitive Pay Range - \$23.30-25.50/hour (compensation is typically dependent upon experience)
- Comprehensive Benefit Package
 - o 401(k)
 - o 401(k) matching
 - o Dental insurance
 - o Employee assistance program
 - o Flexible schedule
 - o Flexible spending account
 - o Health insurance
 - o Health savings account
 - o Life insurance
 - o Paid time off
 - o Professional development assistance
 - o Retirement plan
 - o Tuition reimbursement
 - o Vision insurance
- Career Training and Development
- Tuition Discounts

Our core work is guided by our core values of Trust, Accountability, Respect, Cultural Competence, Person-Centered Care, and Continuous Learning and Growth.

CCN is an Equal Opportunity Employer.