



# Community Care Network

## Rutland Mental Health Services & Rutland Community Programs

### **Community Care Network is seeking a Care Manager Treatment Court/Substance Use Services 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 Treatment Court/Substance Use Disorder (SUD) Care Manager is a split-role position that provides care management services to individuals involved in Treatment Court and individuals experiencing challenges related to substance use. This position is responsible for assessing client needs, developing and coordinating service plans, facilitating access to community resources and treatment services, monitoring progress toward identified goals, and providing supportive, person-centered guidance that promotes recovery, stability, and successful community integration.

The Care Manager works collaboratively with courts, probation and parole officers, treatment providers, recovery supports, and other community partners to ensure coordinated care and positive outcomes for clients. Responsibilities include participation in re-entry planning meetings, specialty court programs, case conferences, and court hearings, as appropriate.

The Care Manager maintains strong working relationships with members of the multidisciplinary treatment team to support the delivery of high-quality, effective services. This includes identifying individuals who are struggling to engage in treatment or maintain progress, addressing barriers to service participation, and advocating for needed supports and resources.

This position receives regular supervision through weekly individual supervision and group consultation. The role offers a dynamic and rewarding opportunity to develop expertise in care management, substance use services, recovery-oriented practice, and collaboration within the behavioral health and criminal justice systems.

#### **Principal Responsibilities:**

- Conduct comprehensive needs assessments, screenings, reassessments, and ongoing evaluations to identify participant strengths, needs, barriers, risks, and required supports.
- Facilitate and support the completion of treatment planning, screening tools, and reassessments in accordance with agency, program, court, and regulatory requirements.
- Accept and manage assigned cases following completion of the diagnostic intake process.
- Provide intensive, community-based case management services to individuals participating in Treatment Court, re-entry programs, and/or experiencing substance use-related challenges.

- Develop, implement, monitor, and regularly update individualized treatment and service plans that promote recovery, stability, successful community integration, and compliance with court-ordered requirements.
- Coordinate access to and referrals for Substance Use Disorder (SUD) treatment, mental health services, medical care, recovery supports, educational opportunities, vocational services, and other ancillary supports.
- Connect participants to community resources, including healthcare, behavioral health treatment, employment supports, housing resources, financial assistance, benefits, transportation services, and recovery-oriented programs.
- Assist participants in developing life skills necessary for long-term stability, including time management, budgeting, employment searches, resume development, transportation planning, obtaining safe and sober housing, and engagement in prosocial recreational activities.
- Establish and maintain effective therapeutic and professional relationships with participants while providing person-centered, strengths-based support and advocacy.
- Monitor participant engagement, attendance, treatment compliance, progress toward goals, and adherence to court, supervision, and program requirements, addressing barriers to participation and success.
- Provide supportive, solution-focused counseling, coaching, motivational support, and advocacy to assist participants in achieving treatment, recovery, and supervision goals.
- Respond appropriately to participant crises, assess immediate needs, and facilitate access to emergency services and supports when necessary.
- Coordinate services and collaborate closely with treatment providers, recovery support staff, probation and parole officers, court personnel, law enforcement, healthcare providers, and other community partners.
- Serve as an active member of the Treatment Court and/or Re-Entry Court team, collaborating with judges, attorneys, court coordinators, probation and parole staff, treatment providers, and community stakeholders.
- Act as a liaison between participants, treatment providers, and court teams by obtaining, coordinating, and communicating information regarding treatment engagement, progress, barriers, and compliance.
- Attend and actively participate in court hearings, staffing meetings, interdisciplinary team meetings, re-entry meetings, case conferences, specialty court proceedings, trainings, and other required program activities.
- Prepare and submit timely verbal and written reports, including participant updates, progress summaries, treatment status reports, compliance reports, and other required documentation.
- Coordinate urine drug screens, breath alcohol testing, and other monitoring activities in accordance with program policies and procedures.
- Monitor and review participant progress toward identified goals and adjust service interventions as needed to support successful outcomes.
- Document all client contacts, assessments, referrals, service activities, treatment plan updates, case notes, and other required information in a timely and accurate manner.
- Maintain complete, accurate, and confidential records within the Electronic Medical Record (EMR) system and other required documentation platforms in compliance with agency, court, contractual, and regulatory requirements.

- Participate in program evaluation, quality improvement activities, outcome measurement, and ongoing development of Treatment Court, re-entry, and substance use disorder services.
- Build and maintain productive working relationships with participants, family members, community providers, court personnel, and partner agencies.
- Ensure confidentiality and safeguard participant information in accordance with applicable federal and state laws, regulations, and agency policies.
- Participate in regular supervision, case consultation, professional development activities, and required trainings to maintain competency and effectiveness in the role.
- Meet regularly with the immediate supervisor to review service delivery, discuss complex cases, enhance professional growth, and address administrative responsibilities.
- Adhere to agency policies, ethical standards, confidentiality requirements, and best practices as outlined in agency policy and the Code of Conduct.
- Demonstrate and promote the agency's core values of Trust, Respect, Accountability, Cultural Competence, Continuous Learning and Growth, and Person-Centered Care.
- Exercise sound professional judgment and make decisions that support participant well-being, recovery, community integration, and program objectives.
- Provide training, consultation, and mentorship to staff in areas of expertise as requested by supervisory staff.
- Participate in community outreach, education, and awareness activities related to substance use, recovery, behavioral health, and available community resources.
- Conduct services primarily in community-based settings, with office-based meetings, court appearances, documentation responsibilities, and other administrative duties as required.
- Adhere to all applicable federal, state, local, contractual, and agency regulations and standards.
- Perform other duties and responsibilities as assigned to support program, departmental, and organizational objectives.

### **Qualifications and Competencies:**

- Bachelor's degree in related field preferred; or an Associate's Degree and 3 years experience working with adults in recovery.
- Willingness to obtain AAP credential
- Possess 1-2 years combination of mental health work experience and training to perform principle responsibilities.
- 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.
- Knowledge with services, systems, and programs available in the community including primary health care, residential treatment, Medication assisted treatment, eligibility criteria and intake processes, generic community resources, and mental health.
- Working knowledge of substance use, relapse prevention, overdose risk, serious mental illness, mental disabilities, including clinical and developmental issues.

- Demonstrated ability to interview and assess clients using appropriate assessment tools; observe, record and report on an individual's functioning. Proficient with the treatment planning process and major components of a treatment plan.
- Knowledge and ability to understand and use different types of assessments, including functional assessments, evaluations, observations, and interviews to develop a treatment plan.
- Knowledge of treatment modalities and intervention techniques, such as behavior management, independent living skills training, supportive counseling, family education, crisis intervention, discharge planning, and service coordination.
- Understanding the use of medications in the care or treatment of the population served.
- Knowledge of all applicable federal and state laws, regulations, and local ordinances.
- Ability to work effectively in an often-conflicting environment that dictates high need of service with limited resource.
- Effectively establish working relationships with internal agency staff as well as with relevant community organizations while interacting positively with consumers and their families.
- Superior communication skills, verbally and in writing, and able to maintain confidentiality.
- Ability to work with team members, maintaining effective inter- and intra-agency working relationships.
- Ability to work independently, performing position duties under general supervision.
- Ability to engage and sustain ongoing relationships with individuals receiving services.

#### **Benefits:**

- Competitive Salary \$...../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 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.**