



Clínica Msr. Oscar A. Romero Community Health Centers

### Clinica Msr. Oscar A. Romero

**Position Title:** Substance Case Manager/Outreach Specialist  
**Department:** Substance Use Disorder  
**Reports To:** Substance Use Disorder Program Director  
**Send us your resume to:** [jobs@clinicaromero.com](mailto:jobs@clinicaromero.com)

#### Position Summary:

Substance Case Manager/Outreach Specialist will provide Case Management to Court/DCFS/Probation/Self-Referred clients. Will assist clients in meeting program goals and objectives, document all progress and facilitate group sessions as needed. Assist with the outreach efforts and promote Drug and Alcohol Department Services to the community.

#### Responsibilities:

- Provide case management and group sessions to clients experiencing chemical abuse or chemical dependency.
- Insure that client is meeting treatment plan goals and that all documentation is being maintained in client charts in time frame required.
- Insure progress notes, discharge summaries, intakes and all client forms are completed.
- Typical 1-2 years of experience in field.
- Skills/Specialties include Case Management and Group facilitation.
- Must be registered with one of the following: CADDE, CATC or CADAC.
- Responsible for recruitment of new clients in both the youth and adult population
- Ability to engage the community and have them refer Clinica Romero as their program of choice
- Case Manage/Counsel both youths and adults that have substance abuse problems (Ages 12 and up).
- Responsible for a substantial case load and providing their clients with quality service
- Direct one on one sessions and administer crisis intervention / case management
- Facilitate and prepare groups sessions on various topics relating to recovery
- Complete all necessary documentation in a timely manner. This includes reports, progress notes, discharge summaries, treatment plans, aftercare plans and all other required documentation.
- Transport clients to and from program if needed
- And other assigned duties

#### Qualifications

- A minimum of one year experience working in the field of Substance Use Disorder and addiction
- Must be highly motivated and demonstrate good communication skills
- Must have the ability to recruit new clients (adults and youth) to our agency.

**Pico-Union/Westlake:** 123 SOUTH ALVARADO ST., LOS ANGELES, CA 90057. TEL: 213 989-7700, FAX: 213 989-7702  
**Boyle Heights/East Los Angeles:** 2032 MARENGO ST., LOS ANGELES, CA 90033. TEL: 323 987-1030, FAX: 323 221-4528

**Email:** [developmentinfo@clinicaromero.com](mailto:developmentinfo@clinicaromero.com) **Website:** [www.clinicaromero.com](http://www.clinicaromero.com)





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- Must meet expected outcomes in terms of new clients attending as a result of your efforts in the community.
- Must meet goals and objectives given by Program Manager.
- Must have an understanding of the 12 Core Functions
- Must have the ability to write individual and group progress notes/treatment plans/ needed documentation that meet county standard
- Must have experience in group facilitation.
- Must demonstrate an understanding of the recovery process, which includes the twelve step program(s).
- Must have experience case managing/counseling clients in recovery.
- Must have experience in observed drug testing of clients.
- Registered Substance Abuse/ Addiction Counselor
- Working towards completion of required internship hours
- Bilingual is a plus
- Completion Certificate of Addiction Studies
- Valid driver's license and proof of insurance is required
- Must have knowledge of Microsoft Office 2000 and Excel.
- Experience working with Drug Medi-Cal clients (Adult and Youth) a plus.
- Understanding of Drug Medi-Cal requirements/process a plus.
- Must have reliable transportation, as this position requires you to travel

### **Observes CMOAR Appearance/Dress Standards.**

- Observe regulations on time card use and reporting.
- Maintain attendance as a policy.
- Maintain a clean and safe work area.
- Observe general Safety/Employee Health policies and procedures.
- Maintain a current annual health screening.
- Observe CMOAR Appearance/Dress standards.
- Maintain the privacy and confidentiality of both client and employee with regard to medical records.
- Display clearly visible identification
- Treat all patients with respect and dignity and adheres' to the Patient Bill of Rights.
- Treats all employees with respect and dignity in accordance to non-discriminatory policy and procedure.
- Treat all employees/clients in a courteous and professional manner.
- Conduct only work related conversations when clients are waiting for service.
- Do not discuss other staff members, policies, problems or medical care in public areas of clinic.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

### **Clinica Msr. Oscar A. Romero is an Equal Employment Opportunity Employer**

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