

Parent-Child Assistance Program (PCAP)

FETAL ALCOHOL & DRUG UNIT
UNIVERSITY OF WASHINGTON ALCOHOL AND DRUG ABUSE INSTITUTE
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<http://depts.washington.edu/pcapuww/>

Description for PCAP Case Manager Position

Basic Functions & Responsibilities

The Parent-Child Assistance Program (PCAP) is a 3-year intervention for high-risk women and their families. This position will be responsible for providing direct outreach, home visitation case management, and advocacy services to high-risk mothers who have used alcohol and/or drugs heavily during pregnancy, and to their children, partners, and extended families when needed.

Specific Responsibilities

Perform case management activities according to PCAP policies and procedures, in a highly confidential and professional manner.

Manage caseload of 15-20 clients and their families.

Conduct home visits as clinically necessary (approximately twice per month).

Assist clients in setting goals based on their individual needs assessments, and in identifying steps to achieve their goals; monitor progress.

Identify high-quality community providers and agencies whose services are relevant to client needs.

Provide outreach services to engage and connect clients with the community agencies that will help meet their needs and goals.

Administer clinical assessment instruments dealing with highly sensitive and confidential information, according to PCAP policies and procedures.

Collect and enter data online.

Coordinate scheduling and attend case staffings and appointments with community providers with whom client is involved. Maintain regular contact with client's network of service providers.

Provide housing support/ case management services and documentation as required for housing subcontracts and working agreements.

Attend and participate in weekly individual supervision with site Clinical Director to discuss client needs, goals and issues.

Participate in weekly staff meetings with team to evaluate client and program progress.

Provide outreach services to locate missing clients and engage them with the program.

Participate in required training.

Obtain and maintain current CPR, Infant CPR, and First Aid Certification.

Contribute to report writing, trainings, and presentations as needed.

Other duties as assigned.

Supervision Received

Report directly to the site clinical director. Work effectively and efficiently in the field with little supervision, with the ability to manage time effectively and prioritize and problem solve in crisis situations.

Supervision Exercised

Teamwork is essential. Participate in training new case managers in PCAP protocols. Delegate support work to office assistants.

Requirements

- 4-year BA or BS degree and 4 years of community-based experience working with high-risk populations. It is the contracting agency's responsibility to verify that job candidates have BA degrees.
- Experience on issues/projects working with prenatal substance abuse or equivalent combination of education and work experience
- Strong communication skills
- Demonstrated ability to effectively engage with high-risk mothers and their families
- Ability to conduct interviews covering extremely sensitive and confidential issues
- Strong organizational and time management skills
- Must have a valid driver's license and be able to travel on a daily basis
- Must pass a criminal background check
- Must pass a driver's abstract check in accordance with PCAP site/agency insurance requirements

Desired

Individuals with life experience dealing with substance abuse issues or other relevant issues are strongly encouraged to apply.