

## ***Parent-Child Assistance Program (PCAP)***

UNIVERSITY OF WASHINGTON ADDICTIONS, ALCOHOL & DRUG INSTITUTE  
SEATTLE, WASHINGTON  
<http://pcap.psychiatry.uw.edu>

### **PCAP Case Manager Position Description**

#### Basic Functions & Responsibilities

The Parent-Child Assistance Program (PCAP) is a 3-year intervention for pregnant and parenting mothers with substance use disorders and their families. This position will be responsible for providing direct outreach, home visitation, case management and advocacy services to mothers who have engaged in at-risk alcohol or drug use 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 a caseload of 15-20 clients and their families.

Conduct home visits approximately twice per month, according to client need.

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 client-related data and use an online data entry platform.

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

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

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

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

Participate in required pre-service and ongoing training.

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

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

Other duties as assigned.

### Supervision Received

Report directly to the site clinical supervisor. 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 B.A. or B.S. degree and four years of community-based experience working with vulnerable populations (it is the contracting agency's responsibility to verify that job candidates have BA degrees)
- Experience with issues/on projects working with prenatal substance use or equivalent combination of education and work experience
- Strong communication skills
- Demonstrated ability to effectively engage with mothers at high-risk and their families
- Ability to engage in conversations involving extremely sensitive and confidential issues
- Strong organizational and time management skills
- Must have a valid driver's license and be able to travel within the service area 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 use issues or other relevant issues are strongly encouraged to apply.