



The Council of Southeast Pennsylvania, Inc.
Bailiwick Office Campus, Unit 12, 252 W. Swamp Road, Doylestown, PA 18901-2444
Phone: 215-345-6644 Fax: 215-348-3377 www.councilsepa.org
Information/Intervention Line: 1-800-221-6333

JOB DESCRIPTION

TITLE: TASC CASE MANAGER/ GROUP FACILITATOR
REPORTS TO: CRIMINAL JUSTICE PROGRAMS MANAGER
CLASSIFICATION: NON-EXEMPT, FULL TIME

SUMMARY: TASC is a case management service that serves individuals involved in the Criminal Justice system due to their alcohol and/or other drug (AOD) use. Case managers work with qualifying individuals connecting them to needed services such as AOD treatment, recovery services, working toward long-term recovery.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Pennsylvania Criminal Recovery Check, The Pennsylvania Child Abuse History Clearance and a FBI Criminal History Background Check required.
- Bachelor's Degree; maintain credential and remain in good standing with licensing agency.
- Position is based in Bucks County with the expectation that employee will work at locations in the community as needed, using private vehicle. Candidates must be able to work independently and collaborate with community and organizational representatives; experience working in either the criminal justice or treatment system preferred.

ESSENTIAL DUTIES:

- Engage in relationship building and active listening with individuals to establish rapport, as evidenced by empathetic and active listening, communicating in a non-judgmental way, recognizing addictive behavior.
- Conduct self in an ethical manner by adhering to the PCACB codes of ethics, standards of practice, and Council policy and procedures.
- Maintain valid driver's license and safe driving record.

DAILY JOB RESPONSIBILITIES:

- Implement initial assessment; screen offenders for appropriateness for the TASC program.
- Following assessment, work closely with client to develop and implement a service plan.
- Facilitate appropriate combination of programming including: Cognitive Skills group, Relapse Prevention, monitoring and documentation of participation of each client according to program syllabus and standards.
- Effect appropriate placement in treatment.
- When appropriate, meet with client on individual basis to problem solve and provide feedback.
- Input and daily monitoring of client records according to established procedures.
- Establish and maintain relationship with SCI. Monitor and access the SCI referral system on an ongoing basis and implement changes to assure optimum participation.
- Establish and maintain liaison with case management services and Department of Public Welfare to ensure uninterrupted treatment funding.
- Maintain confidentiality regarding information received during class facilitation – maintain current understanding of federal, state and local confidentiality rules and regulations.
- Other duties as assigned by Criminal Justice Programs Manager and Executive Director.

COMPENSATION: Commensurate with experience and other qualifications.