St. Mary's Center, Inc.

Social Work Manager - (ADHC)

**Department:** Social Services (ADHC)  
**FLSA Status:** Exempt  
**Grade/Level:** Professional  
**Job Type:**  
**Work Schedule:**  
  9:00 - 5:00 Monday to Friday (subject to change)

**Job Status:** Full Time  
**Reports To:** Program Director  
**Amount of Travel Required:** None  
**Positions Supervised:** None

**POSITION SUMMARY**  
Assess and treat HIV/AIDS individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco and/or other drugs. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention and education. Responsible for HMO clients and managed care regulatory procedures. Must have CASAC or CASAC-T.

**ESSENTIAL FUNCTIONS**  
**Essential Functions Statement(s)**
- Carry a case management caseload.
- Counsel clients in individual and group sessions to assist them in dealing with substance abuse, mental & physical illness or physical abuse; and provide the appropriate documentation in EHR.
- Supervise the substance abuse/harm reduction programming for care planned clients.
- Provide one-on-one substance abuse counseling to clients and facilitate substance abuse groups for care planned clients; provide the appropriate documentation for groups and counseling sessions in a timely matter.
- Participate in weekly interdisciplinary comprehensive care plan (CCP) meetings; prepare care plans in accordance with the AIDS Institute guidelines.
- Monitor, evaluate and record clients' progress on EHR with respect to treatment goals.
- Refer clients to community resources for housing or treatment to assist in recovery from mental or physical illness, following through to ensure service efficacy.
- Facilitate groups and provide the appropriate documentation in a timely matter.
- In collaboration with CCP participants, modify care plans according to changes in client status.
- Liaison with outside community, governmental and/or regulatory agencies.
- Complete initial, monthly and quarterly client documentation and file on EHR in a timely matter.
- Ensure clients have completed care planned programming to eliminate un-billables; distribute metro-cards to clients as appropriate.
- Participate in the development and implementation of new recruitment and marketing strategies for the ADHC Program.
- Participate in the Quality Assurance/Quality Improvement projects as assigned by program director. Attend administrative QA/QI meetings; submit reports as needed.
- Responsible for managed care clients and various Amidacare administrative services, including quality assurance, improvement projects, marketing and enrollment initiatives.
- Responsible developing and implementing peer & outreach training program; coordinate and supervise the workers' schedules and document status.
- Resolve managed care operational issues such as authorization for services, billing and claims payment; ensures all clinical operations comply with Medicare & Medicaid guidelines and other managed care policies.
- Responsible for planning and developing outreach efforts and maintaining relationships with community-based organizations.
- Participate in the interviewing, selecting and training of new staff; provide training to regular staff as needed.
- Complete access to clients' medical and psychosocial information. Report any abuse, neglect, mistreatment or exploitation of residents/clients and provide the appropriate documentation.
- Understanding every employees’ role in the Quality Assurance Performance Improvement (QAPI) Program.
- Perform any other duties as assigned by the program director.

**POSITION QUALIFICATIONS**

**Competency Statement(s)**

- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Innovative - Ability to look beyond the standard solutions.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

**SKILLS & ABILITIES**
Education: Master's Degree in Social Work from an accredited college or university. Required

Experience: 2 years experience in social work & managed care in a healthcare setting.

Computer Skills: Micro-Soft Word, Medicaid Billing, Excel, E-Clinical (Electronic Health Record)

Certifications & Licenses: Current New York State Licensed Masters Social Worker (LMSW); CASAC or CASAC-T

Other Requirements:

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

<table>
<thead>
<tr>
<th>Physical Demands</th>
<th>Lift/Carry</th>
<th>Push/Pull</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand</td>
<td>F</td>
<td>10 lbs or less</td>
</tr>
<tr>
<td>Walk</td>
<td>F</td>
<td>11-20 lbs</td>
</tr>
<tr>
<td>Sit</td>
<td>O</td>
<td>21-50 lbs</td>
</tr>
<tr>
<td>Manually Manipulate</td>
<td>O</td>
<td>51-100 lbs</td>
</tr>
<tr>
<td>Reach Outward</td>
<td>F</td>
<td>Over 100 lbs</td>
</tr>
<tr>
<td>Reach Above Shoulder</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Climb</td>
<td>N</td>
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</tr>
<tr>
<td>Crawl</td>
<td>N</td>
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</tr>
<tr>
<td>Squat or Kneel</td>
<td>O</td>
<td>12 lbs or less</td>
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<tr>
<td>Bend</td>
<td>O</td>
<td>13-25 lbs</td>
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<tr>
<td>Grasp</td>
<td>O</td>
<td>26-40 lbs</td>
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<tr>
<td>Speak</td>
<td>F</td>
<td>41-100 lbs</td>
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</tbody>
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Other Physical Requirements

WORK ENVIRONMENT

An office environment in a controlled atmosphere building.