

RED DEER DREAM CENTRE SOCIETY – CASE MANAGER

RED DEER DREAM CENTRE SOCIETY PHILOSOPHY

The Red Deer Dream Centre Society is a faith-based recovery organization working to change the lives of men suffering from addictions. Our holistic process of transformation helps individuals escape the cycle of addiction so individuals can lead healthier lives. We believe in a multi-phased process of recovery that will enable our clients to ultimately become productive and contributing members of society.

OUR VISION AND MISSION

VISION: Every male has the opportunity to recover and live a life free from substance addiction.

MISSION: To provide recovery programs based on Christian values that allow RDDC to support men physically, mentally, emotionally, spiritually, and relationally so they can achieve a life of freedom from addiction.

POSITION SUMMARY – CASE MANAGER

Reporting to the Manager, Client Care and Programs, the Case Manager guides and encourages clients through the Genesis Process from intake to completion. As a member of the Case Management team, the Case Manager meets weekly in collaborative fashion with the rest of the team to discuss their client's progress and develop appropriate interventions. A Case Manager must possess foundational knowledge of addiction recovery and be trained as a Genesis Process coach (training provided if required).

ROLE & RESPONSIBILITIES

The role and responsibilities include, but are not limited to, the following:

- Provide mental health coaching regarding the cause and symptoms; also provide prevention strategies, various addictions treatment and recovery assessment and diagnosis. The following is a priority list of clientele: 1. Program Client, and 2. Post program Clients.
- Attending all planning meetings, all client review and goal setting groups, in-service trainings, and general staff meetings.
- Collaborating with the Manager of Client Care & Programs in cases where second stage housing or continuing care may be appropriate.
- Administering drug tests.

Client Care

- Meeting new clients within 24 hours of Case Manager assignment.
- Completing client orientation, including a bio-psycho-social assessment within 72 hours of client admission and refer educational, legal, medical, and social issues to the appropriate staff members.

- Completing an individualized Recovery Plan within two weeks of a client being admitted.
- Assisting the client to recognize problematic substance use and/or behavioural addictions.
- Developing therapeutic rapport and continuing to help the client to identify areas of change.
- Ensuring that the 12-step program and philosophy has been implemented into case management meetings.
- Identifying weekly individualized client recovery goals.
- Using a variety of interventions to help the client make appropriate life changes and learn new skills to enhance their Recovery Capital.
- Facilitating process groups, lectures, workshops, and educational groups as directed by the program schedule.
- Facilitating Bible Studies that are relevant to addiction and recovery.
- Coordinate family or significant persons conferences at least once while the client is in treatment.
- Providing opportunities for clients to practice new skills in the areas of conflict resolution and emotional regulation using a variety of evidence-based interventions.
- Ensuring appropriate discharge planning is completed for every client on their caseload and includes aftercare and continued care programming.
- Providing timely and appropriate referrals to external resources.
- Assisting clients in life transition and re-entry skills.
- Communicating with appropriate parties regarding client progress.

Documentation

- Ensuring that case notes are complete and accurate within 24 hours of meeting and are available for client reviews.
- Completing client progress forms within the prescribed progress timeframe.
- Documenting client interventions with a view towards continuity of care.

Ethical Practice

- Maintaining ethical practice throughout their work.
- Prioritizing and responding to the needs of the daily operations of RDDC in a professional and calm manner.
- Appropriately accessible and demonstrating healthy boundaries with family members and other involved persons.
- Ensuring that confidentiality is consistently maintained in accordance with established program guidelines.
- Beginning and ending group activities in a timely manner.

QUALIFICATIONS

- Accountable, and demonstrates behaviours aligned with RDDC employment policies and standards.
- Excellent verbal, written, interpersonal, and organizational skills.
- Emotionally mature and resilient; capable of handling pressure.

- Good personal boundaries; able to maintain a healthy personal and professional life.
- Respectful of cultural diversity, and ability to interact positively with clients, other staff members, and agencies within the community, and maintain professional attitude.

EDUCATION AND TRAINING

- Preferred, four years of higher education from accredited institution in social services related field or equivalent experience.
- Proficient in Microsoft Outlook, Excel, and Word.
- Training and experience as a Genesis Process coach is a plus.