



Women's Case Manager

Pay: \$43,000.00 - \$48,000.00 per year, Salary -Exempt

Job Type: Full-time benefit eligible

Schedule:

- 8 hour shift, Day shift Monday to Friday and sometimes on call

Who We Are

Our mission is to break the cycle of addiction and trauma for women, children and families.

Seventy years ago, Wayside Recovery, formerly The Wayside House, Inc., began with a mission to improve the quality of women's lives.

Since then, Wayside has become an expert in delivering gender-specific and trauma-informed substance use treatment and mental health services for women and their families.

Wayside Recovery provides a holistic array of substance use treatment for adult women, including outpatient and residential substance use treatment, recovery support services, adult and children's mental health therapy, long-term supportive housing, and family support services.

Our vision is that all women, children, and families achieve healing and hope for their future free from the effects of addiction and trauma.

JOB RESPONSIBILITIES:

Duties including, but not limited to, the following:

- Provide case management including education groups, individual sessions, assessments, and coordination of care.
- 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.



- Coordinate scheduling and attend appointments with community providers with whom client is involved. Maintain regular contact with client's network of service providers.
- Make appropriate referrals and coordinate care to assist client in obtaining resources and meeting treatment planning goals for clients and their children.
- Provide curriculum and case management to children and extended family members as appropriate.
- Maintain accurate, timely and complete records, including but not limited to documenting progress, screenings, collateral contacts, and assessments.
- Maintain on-going communication with multi-disciplinary team and collateral workers, including providing written reports and discharge information.
- Complete all required adult development assessments and enter the data in the specified database.
- A Valid Driver's License clear of major violations for the last three years and must pass a MVR.
- Provide transportation to client appointments.
- This position may require work at alternative Wayside sites should staffing patterns require it.
- Perform additional duties as assigned.

QUALIFICATIONS:

Under Minnesota Statute 245G, a qualified staff member can provide treatment coordination (case management) services to individuals with a substance use disorder. A case manager who provides these services must meet specific education, training, and experience requirements.

- A bachelor's degree in a behavioral science or a related field, or certification as an Alcohol and Drug Counselor, Level I, from the Upper Midwest Indian Council on Addictive Disorders.
- At least 2,000 hours of supervised experience working with individuals with substance use disorder and skills to assess client needs.
- Training requirements include 30 hours of classroom instruction on treatment coordination for individuals with a substance use disorder.
- At least one hour of monthly supervision on service delivery.

Qualifications & Skills



- Must be 18 years or older.
- Excellent communication and interpersonal skills.
- Organizational and excellent computer skills essential.
- Strong attention to detail.
- Ability to work on multiple tasks.
- Ability to relate to women of diverse economic and cultural backgrounds.
- Be able to demonstrate an ability to be responsive in an effective manner.
- Have a valid driver's license with a good driving record and must pass MVR.
- CPR certification, or be willing to get certified.
- Pass a background study through the MN DHS.
- No DUIs in last three years; No more than three moving violations/accidents.

A staff member with direct contact must be **free from problematic substance use for at least 1 year** as a condition of employment.

Education & Experience

- High School Diploma or GED
- Experience with mental health preferred.
- Experience working with families or pregnant and parenting women preferred.
- Experience working in a 24-hour behavioral setting preferred.
- Knowledge and experience with Outlook, Word, and Excel.

Physical Requirements

- Must be able to lift 25 lbs.
- Must be able to climb stairs.

**Benefits:**

Retirement plan- Employees who are 18+ years old and work at least 20 hours per week are eligible to participate upon hire and eligible for the 4% match after 1 year of employment and must be 21+ years old and work 1000 hours in the calendar year

- 403(b)
- 403(b) matching- employer match (4% match eligible after 1 year of employment and 21+ years old and work at least 1000 hours in the calendar year)

Benefits- Full-time employees working 30 hours or more per week are eligible to enroll

- Health insurance -a portion of the premium is paid by the employer
 - Dental insurance-paid 100% by the employee
 - Vision insurance-paid 100% by the employee
 - Life insurance 50K -Paid by Wayside for all full time employees
 - Disability insurance, STD and LTD -Paid by Wayside for all full time employees
- Voluntary Life, Hospital, Accident and Critical illness- paid 100% by the employee

PTO

- Paid time off for full time employees and Sick and Safe time for part time employees
 - Paid training
 - Student loan forgiveness through the Public Service Loan Forgiveness program
- People with a criminal record are encouraged to apply.

Work Location: This is an in-person position. Hybrid/remote work is not offered for this role.

[Click here to Apply](#)