



JOB POSTING: Case Manager – Smith House

We are currently seeking a **Case Manager** at **Smith House**, our adolescent male residential facility in **Canton**. The **Case Manager** is responsible for the development and planning of client care and coordination of services and will work in partnership with clinical and other staff members to assure best client care. Job duties include providing client and family education, performing clinical record keeping, providing case management to assist clients in obtaining needed services and linkage with other referral services. In addition, the Case Manager must be able to conduct group sessions per the curriculum, provide assessments/intakes/screenings, and assist clients in scheduling all medical appointments needed. This individual must be a compassionate and dedicated team member, with a strong desire to help those struggling with the disease of addiction. The successful candidate will be able to work in a fast-paced and demanding environment, working collaboratively with other providers in the agency and community.

Must have flexibility in work schedule, in order to schedule caseload. A minimum of a high school diploma and extensive similar experience in the field is required, with an Associate's degree in Human Service or other related field a plus. *Minimum of a CDCA certification is required.* Previous experience working with AoD population is preferred. The primary work schedule for this position will be **Sunday – Thursday** from approximately 8:00am to 4:00pm. Must have flexibility in scheduling and availability for coverage in the event of staff absence. Requires a valid Ohio Driver's License, proof of auto insurance, and use of CommQuest vehicle to transport clients as needed. This is a *full-time*, hourly position.

Interested parties, please send Resumes to: HR@commquest.org. Please include which position you are applying for in the subject line of the email.

We are an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

www.commquest.org

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