



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

# Case Manager

## Job Information

**Job Type:** Full-Time

**Pay Rate:** \$31,500 per year

**Program:** Medication Assisted Treatment

**Location:** Muscogee County

**Posting Date:** 1/9/2023

**Application Deadline:** Open Until Filled

**Position Open to:** All qualified applicants.

\*\*\*ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. \*\*\*

Submit Completed application to Recruiter:

**New Horizons Behavioral Health  
2100 Comer Ave  
Columbus, Georgia 31904**

**Fax: (706) 596-5589**

**Email:**  
[jobs@nhbh.org](mailto:jobs@nhbh.org)

**Website:** [www.nhbh.org](http://www.nhbh.org)

## Job Description

**Medication-Assisted Treatment (MAT) is used to treat substance use disorders, as well as sustain recovery and prevent overdose.**

The selected candidate will: Receive & follow up on referrals; Make appointments for intake; After intake, complete referral to New Horizons Behavioral Health MAT-SOR Program; Complete MAT SOR Program Rx Payment Voucher West Central Health District (WCHD) & Medication Pharmacy Grant Rx Payment Voucher to Genoa Healthcare; Complete DHP Authorization for Release of Protected Health Information (PHI); Complete Midtown Recovery Release of PHI; Contact MAT individuals weekly with documentation into WITS system; Assist with any needs for MAT, Dr. appointments, getting medication, and assistance with getting to treatment; Coordinate with provider and nurse to address any concerns they may have; Attend meetings for MAT to update on progress; Procure and sign-out Narcan; Conduct evidence-based group with individuals who have been identified with a substance abuse disorder; Document daily notes on progress in groups & provide resources in the surrounding community that aid in maintaining sobriety; Aid in increasing coping & basic living skills. Other duties as assigned.

Position is Mon-Fri, up to 29 hours a week, and will serve adults in the following counties: Clay, Chattahoochee, Harris, Muscogee, Quitman, Randolph, Stewart & Talbot.

### Minimum Qualifications:

Bachelor's Degree in the human service field (i.e.: Counseling, Psychology, Social Work, Sociology, etc.). Must have experience working with individuals with mental health disorders and/or addictive diseases.

### Preferred Qualifications:

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons Community Service Board does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

**NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.**

**Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.**