Job Posting

Organization:	Tioga County Department of Human Services
Job Title:	D&A Case Management Specialist / 80011409
Type Position:	Full Time / Hourly
Salary Range:	$20.00 an hour/ $39,000 annual gross salary
Posting Length:	21 days
Posting Dates:	10-27-26 to 11-17-26
Contact Name / Number:	Stephanie Hansen
Job Description:	See Attached Job Description

The D&A Case Management Specialist position at Tioga County Department of Human Services is a full time position at 37.5 hours per week. Benefits include vacation, sick and personal time as well as 12 paid holidays. We also have health, dental, vision and life insurance available. Retirement is a pension plan.

ELIGIBILITY -- ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

One year as a Drug and Alcohol Case Management Specialist Trainee; or

A Bachelor's Degree in Chemical Dependency, Sociology, Social Welfare, Psychology, Nursing or a related field; and one year direct service experience performing counseling or case management work in alcohol or other drug treatment setting; or

A Bachelor's Degree which includes or is supplemented by successful completion of 18 college credits in sociology, social welfare, psychology, criminal justice or other related social sciences; and one year direct service experience performing counseling or case management work in alcohol or other drug treatment setting , or

Any combination of experience and training.

2. Approved Additional Special Requirements: None

HOW TO APPLY -- ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 11/17/2026. Late applications will not be accepted.

1. Completed Tioga County Employment Application. The application must provide details of experience and training as related to the minimum experience and training requirement for the vacancy so eligibility can be determined.

If interested in applying, please send applications to:

Attn: Human Resources, 118 Main Street, Wellsboro, PA 16901

Applications can also be emailed to Shansen@tiogahsa.org

TIOGA COUNTY DEPARMENT OF HUMAN SERVICES IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER

COMMONWEALTH OF PENNSYLVANIA
STD 370 REV. 10-86

JOB DESCRIPTION

1. Name of Employe (Last, First, MI)	2. Employe Number	Position Number

3. Department	Bureau	Division	Headquarters	Organization Code

4. Class Title	Working Title	Class Code
D&A Case Management Specialist	D&A Case Management Specialist	

5. Regular Work Schedule

Start Time: 8:00 am Lunch Length: .5 hr

End Time: 4:00 pm Hours/Week: 37.5 hrs

Position is:

[X] Full-Time [ ] Part-Time [X] Permanent [ ] Temporary

Reports to: Name Class Title

Days Worked (check all that apply):

S	M	T	W	Th	F	S
	X	X	X	X	X	

Explain any schedule variations:

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

D&A Case Management Specialist

The D&A Case Management Specialist is responsible to the D&A Case Work Supervisor and is responsible for providing D&A Case Management duties as described below. A required essential function of the D&A Case Management Specialist position is the ability to travel to meet individuals in places other than the office.

The Required Essential Function of the D&A Case Management Specialist position are:

- Provide case management for a caseload whose members are receiving drug & alcohol services.
- Complete intake screening and assessment (ASAM-Adolescent ASAM, etc.) for requesting services and enter required information into CPR Web and WITS.
- Maintain contact with D&A individuals per department requirements and DDAP regulations and document the content of this contact in a case note. Maintain the appropriate level (at least 55% of the case manager's available work time) of face-to-face and collateral contacts with individuals on the assigned caseload and document the content of this contact in a case note. Contact will be made both in the office and other places of service.
- Write clear, concise, complete, and accurate case notes, correspondence, reports, case plan reviews, and other paperwork as required by policies, procedures, laws, and regulations to facilitate and document case activities.
- Maintain the case records so that it meets Agency, State and Federal standards, regulations, and accurately reflects the screening, assessment and treatment process of the case through appropriate applications for service, basic assessment forms and categorical forms, case plans, progress notes, case summaries, referrals for service, and treatment recommendations, etc.
- Provide casework and support to individuals and assist them in completing the activities to accomplish treatment goals, as well as to meet identifying non-treatment needs.
- Refer individuals for the appropriate services as indicated in the assessment and complete applicable paperwork, and request authorization for client's funding for services.
- Assure that individuals receive the services for which they are referred, assisting them in making transportation and other arrangements as necessary.
- Enter all required data elements relative to demographics, plan, screening and TAP assessment and ASAM into CPR web and WITS Data system within 7 days.
- Monitor the individual's progress through treatment and assess the continued need for service through visits and collateral contacts.
- Refer cases of child abuse and neglect to Childline when required by the Child Protective Services Law, regulations, and adult individuals right to choice.

Name:

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- Coordination of service planning with detox, rehab and inpatient D&A facilities
- Assure that the individual completes the required paperwork to determine eligibility for service and liability for service costs.
- Advocate and/or arrange for advocacy for the individual within the service delivery system and the community as necessary to assist the individual in achieving the optimal level of functioning within their abilities and resources.
- Assist in application for all appropriate benefits.
- Accept administrative, supportive, and educational casework supervision from the case work supervisor and/or assistant administrator, attending weekly supervisory conferences in which assigned cases are reviewed and discussed to assure compliance with laws, regulations, policies, and procedures as well as quality practice standards.
- Participate in mandated orientation, in-service training, and staff meetings as required by the Agency and regulations as well as voluntarily participate in workshops, seminars, conferences, and continuing educational courses which could require overnight trips.
- Assist in identifying and helping to create services and resources which do not exist for individual consumers.
- Assist the individual/family in building informal support networks which decrease the need for formal services and increase independence.
- Demonstrate proficiency and safety in the operation of office equipment and in the field.
- Demonstrate tact, diplomacy, and professionalism in relationship to your duties as a case manager.
- Will have access to transportation to fulfill the duties required as a D&A Case Management Specialist.
- Attend occassional community events which could be in the evening or on the weekend.
- Other duties as assigned.

HIPAA Access Level:

Individuals with this access level shall have access to the records in their department of clients'/consumers with whom the professional has a current relationship, or for whom a professional consultation has been requested. Access to the entire department record by these individuals has been determined to be critical to the continuity of the clients/consumer's care as well as essential to diagnosis, treatment selection, and the health and safety of the client and others.

Essential functions include but are not limited to the following:

- Knowledge of the drug and alcohol abuse subculture
- Knowledge of treatment facilities.
- Knowledge of crisis intervention methods; individual, family and group counseling techniques; and techniques of modifying behavior.
- Knowledge of the practices and procedures of the criminal justice system in dealing with drug & alcohol related offenders.
- Ability to develop a therapeutic relationship with clients to gain cooperation and securing client information, acceptance of the treatment plan and participation in counseling sessions.
- Ability to interpret and apply relevant laws, regulations, and policies governing agency services.
- Ability to write and update recovery plans and other correspondence relating to specific clients.
- Ability to establish and maintain effective working relationships with clients, their families, other staff, outside agencies and institutions, and the general public.
- Ability to plan and organize work, prepare adequate records and reports, set priorities, and maintain a caseload in an effective and timely manner.
- Ability to adequately express ideas orally and in writing.
- Ability to secure appropriate transportation to facilities off-site.

Equipment and/or machines used in the performance of the above duties:

Cell phone
Personal Computer/Keyboard and related software
Photocopier
Fax Machine
Shredder