

CATALIST

Sample Job Descriptions

CATALIST SERVICES COORDINATOR (CSC)

JOB SUMMARY:

The CATALIST Services Coordinator is responsible for the day-to-day management of operations and care navigation for the CATALIST Program.

RESPONSIBILITIES AND DUTIES:

- Manages all aspects of care navigation for CATALIST youth. Administers early interventions to all adolescents referred to CATALIST.
- Connects adolescents and primary caregivers with possible Substance Use Disorder/Co-Occurring Disorder to treatment services. Provides the necessary treatment for adolescents and parents involved in the CATALIST program.
- Engages primary caregivers in adolescents' treatment through contingency management.
- Schedules weekly meetings between the CSC and Youth Recovery Coach (YRC). Supports implementation of CATCH My Breath in participating schools as needed.
- Works closely with the therapists and YRC.
- Meets weekly with the CATALIST YRC to discuss updates on members in the Youth Recovery Group. Assists with all project data collection.

EDUCATION:

Master's degree in social work or behavioral health discipline required.

EXPERIENCE:

Two years of experience working with adolescents and families experiencing substance use and behavioral health conditions preferred.

EXPECTATIONS:

- Knowledge of principles of care navigation using a person-centered care service delivery model to facilitate navigation along the healthcare continuum required.
- Ability to work with adolescents and families to remove barriers to timely access to services through warm handoffs and systematic follow-up processes required.
- Strong management, coordination, organization, communication, and collaboration skills required.
- Ability to travel among all three CATALIST gateways, the core agency, and all participating treatment and service sites within each area required.

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CATALIST THERAPIST

JOB SUMMARY:

Therapist is intended to support identified individuals who have a history of substance use disorder and a need for substance use treatment and/or are at risk of re-offending. The Therapist can be characterized as someone who understands substance use, co-occurring/co-existing disorders and the varying manifestations associated with such disorders. The Therapist will engage and collaborate with all available community resources to prevent the need for involuntary commitment or re-offense, improve community integration, and promote recovery by addressing the often-complex needs of eligible individuals. The Therapist will be responsible for providing assessments and conducting individual and group therapy for adults and/or juveniles under the supervision of the Clinical Supervisor.

EXAMPLES OF WORK:

- Perform assessments, psychosocial evaluations and treatment planning and updating. Provide individual and group therapy to assigned caseload.
- Maintain contact with community resources and refer clients, as necessary. Participate in multi-disciplinary treatment team meetings.
- Prepare reports, correspondence, and documents.
- Assess client's mental condition based on review of client information, interviews, observation, tests, and collaboration with other staff members. Performs related work as required.

QUALIFICATIONS AND REQUIREMENTS:

- Master's degree in Professional Counseling or Social Work or related field from an accredited Institution.
- Valid license or license eligible as an LICSW, LPC, preferred but not required. Practicum or internship students are eligible to apply.
- Knowledge or willingness to learn of principles and state laws of BDRC, court system, criminal justice, counseling, adult education, and vocational education, as well as probation, parole, and corrections work.
- Knowledge or willingness to learn of local community structure and resources.
- Ability to maintain records, make oral and written reports and assessment.
- Computer skills, including but not limited to Microsoft Word and Excel.
- Ability to maintain strict confidentiality.
- Ability to build relationships.
- Strong interpersonal skills and convincing abilities.
- Ability to understand and carry out detailed instructions.
- Proficient personal computer skills using spreadsheet and word processing software.
- Excellent verbal and written communication skills.

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CATALIST YOUTH RECOVERY COACH (YRC)

JOB DESCRIPTION:

The CATALIST YRC provides further support to CATALIST youth in relatable ways. This position is responsible for providing peer-to-peer support services and a variety of paraprofessional duties in support of wellness and recovery by utilizing lived experiences of recovery and substance use disorder. The YRC will offer emotional support, share knowledge, teach skills, provide practical assistance, and ensure the youth's wellness-recovery plan reveals their needs and preferences to complete their personalized recovery goals. The YRC will run weekly support groups for CATALIST youth based on the 12-step model and create a safe space where youth are able to share their journeys. The YRC should be open, honest, and be willing to share their own lived experiences. The YRC will meet with the CATALIST Services and Support Coordinator regularly to discuss each youth's participation, assess what additional services may be needed, and discuss the youth's overall well-being. This position provides services to clients in the [geographic] area with possibility of expansion into neighboring jurisdictions.

EDUCATION:

High School Diploma or GED; Associates degree preferred

QUALIFICATIONS:

Peer Recovery Specialist Certification (required within 6 months of hire)

MAJOR DUTIES AND RESPONSIBILITIES:

Assists in the development, implementation, and maintenance of CATALIST team and treatment services.

- Participates in interagency planning and service coordination activities as directed to improve and enhance service continuity and effectiveness for youth clients.
- Provides face-to-face interactions that support youth achieving their self-identified level of recovery, wellness, independence, and personal strengths.
- Serves as a role-model of recovery, wellness, and self-advocacy.
- Assists individual and family receiving services with writing and communicating their personal recovery-wellness plans and helps them to identify ways to reach those goals using a youth-centered individual recovery-wellness plan and functional family therapy services.
- Facilitates non-clinical peer-to-peer recovery education and wellness coaching through group activities such as health leisure activities, community involvement strategies, etc.
- Mentors youth in community integration by providing community networking and linkage with social, recreational, spiritual, volunteer, educational, and/or vocational resources. Assists the youth in identifying community-based supports that sustain a healthy lifestyle.
- Supports, encourages, and enhances the development of natural support systems within the family unit and peers.
- Actively communicates findings, progress, and other needs with the rest of the CATALIST team.

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CATALIST YOUTH RECOVERY COACH (YRC)

MAJOR DUTIES AND RESPONSIBILITIES (CONTINUED):

- Attends mandatory trainings as required.
- Share his/her/their unique perspective on recovery from mental illness or substance use disorder with peer and non- peer staff.
- Acts in a collaborative and respectful manner while carrying out functions of the CATALIST program.
- Performs other duties as assigned by Director, which are consistent with the duties and responsibilities of this position, and within the policies and procedures of the Outpatient Behavioral Health Program.