

## **Job Description Clinical Case Manager**

### **Clinical Responsibilities:**

- Shares responsibility of clinical/administrative interventions and intake interviews with Medical Director and associate Medical Director
- Triage clinical care needs
- Make treatment referrals based on knowledge of services available locally, regionally and nationally
- Obtain treatment information to share with team
- Regularly reviews participant documents and monthly reports with team at Participant Review Meetings.
- Sends out quarterly reminders of general policies that participants must abide by
- Periodically sends out any new information for participants regarding program events or changes
- Provides 24/7 Soberlink surveillance and processes real-time messages and alerts to participants – with an assigned rotated call schedule shared with Medical Director(s)
- Communication with NPHP's third party administrator as needed
- Provides outreach to collection sites around the state as needed
- Outreach to providers in the state who are part of participants' care to gather needed clinical information
- Meet and greet with key stakeholders including program directors, OPLC leadership, Board leaders, hospital leaders, etc.
- Participates in weekly/monthly/quarterly NPHP participant meetings as needed\* • Maintains an unrestricted NH LADAC or MH license

### **Program Development Responsibilities**

- Work with Medical Directors to develop strategies that address meaningful participation and programming for licensees of all boards
- Participate in state or other organization lead missions around HCP health and wellness as opportunities arise
- Willingness to work with RN advocate to support licensed nursing assistants referred to NPHP
- Participates in national conferences on wellness and recovery issues relating to healthcare professionals with particular focus on nursing issues (National Organization of Alternative Programs)

### **Administrative Responsibilities:**

- Collaborates with the Medical Director to establish and fulfill the mission, goals, and objectives of the NPHP.

- Is familiar with the NHPHP policies, practices, and procedures which espouse accepted physician health program guidelines and administrative standards.
- Supervises, partners with and shares or delegates tasks to NHPHP Clinical Case Manager to include keeping timely and appropriate notes on participants.

**Requirements:**

- License in good standing in NH
- If a former participant of a PHP, 5 years of sobriety • Experience in behavioral health and addiction fields favored.
- Interest in professional health.
- Familiarity with or willingness to learn about 12 step recovery programs.
- Good communication skills (verbal and written)
- Experience with computer programs including Microsoft 365, Teams or Zoom, and experience with learning new cloud based applications efficiently
- Innovative.
- Team Spirit.

**Working Details:**

- 4-day workweek. 8 - 4:30 pm Option for remote work is negotiable though in office is expected at least 3 days weekly
- Laptop computer provided
- Paid time off
- 9 paid holidays
- Continuing education allowance
- Licensure renewal fees paid
- Health Insurance available
- Dental Insurance is available through NH Center for Non-profit membership
- 401K with employer match for employees working 20 hours per week or more
- Competitive compensation

NHPHP is an equal opportunity employer and does not discriminate on the basis of age, sex, disability, race, color, religion, national origin, marital status, gender identity or expression, sexual orientation, or other characteristics unrelated to professional performance.

For More Information/to apply please send Letter of interest and CV/resume to Pamela Sweezy at [psweezy@nhphp.org](mailto:psweezy@nhphp.org)

**\*this is not a core requirement of the Clinical Case Manager**