

# Lawyers Concerned for Lawyers

## **TITLE: CASE MANAGER**

## **GENERAL DESCRIPTION**

Lawyers Concerned for Lawyers is Minnesota's Lawyer Assistance Program. LCL provides free, confidential peer and professional assistance to Minnesota lawyers, judges, law students, and their immediate family members on any issue that causes stress or distress.

The Case Manager monitors client progress and coordinates the services provided to clients by LCL and community resources.

Primary duties are management of the intake process, monitoring of services provided by affiliates and volunteers, assessment of client need, referral, including to treatment, and follow up. The case manager is responsible for quality assurance and maintaining a high quality of service to clients, confidentiality, efficient coordination and increasing the profile of the program.

The Case Manager contributes to the overall goals of the program including education and information to members of the legal community, outreach, education and peer volunteer support.

## **QUALIFICATIONS**

### Required Qualifications:

Degree in social work, psychology, addiction or related field with specific training in counseling, substance use, mental health; post-graduate degree preferred

Clinical or related experience working with persons with substance use and mental health issues.

Excellent communication skills and personal empathy.

Ability to work independently, be flexible and creative, and work as a member of a team.

Ability to follow up quickly and consistently with clients and others.

Basic computer and record-keeping skills including database case management.

The ability to develop community networks and work with a range of professionals, associations, community resources and treatment facilities is important to promote the values and goals of the lawyer assistance program.

### Desired Qualifications:

Demonstrated experience working with the legal or other professionals and their families.

Knowledge of the legal culture.

Knowledge of Employee Assistance Programs

Experience in conducting interventions.

## DUTIES

### *Client Services*

- Assess incoming clients for initial presenting issue, provide resources and make referrals, including to detox and treatment.
- Develop and maintain a relationship with all clients as well as family members, colleagues and other support systems as appropriate.
- Communicate with clients in treatment or hospital settings.
- Maintain periodic contact with clients to monitor progress.
- Refer to additional services.
- Help facilitate interventions and crisis response.
- Follow-up and evaluation.
- Facilitate support groups.

### *Volunteer Peer Support*

- Recruit volunteers for mentoring individual clients.
- Provide training sessions for volunteers appropriate to their needs.
- Maintain regular contact with volunteers.
- Match appropriate volunteers with clients seeking support.
- Manage treatment center and other visits.
- Follow up with volunteers who are working with LCL clients to offer suggestions and/or assistance.
- Work together with volunteers to ensure program effectiveness.
- Develop special projects to maximize volunteer contributions to the program (Speaking, promotion activities, written materials).

### *Community Relations*

- Develop community networks and work with a range of professionals, associations, community resources and treatment facilities to promote the values and goals of LCL.
- Work with organizations providing services for lawyers.
- Develop resource and clinical networks throughout Minnesota to assist clients when appropriate.
- Participate in related organizations and committees as appropriate.

### *Administrative*

- Meet with colleagues to review the status of all cases.
- Maintain records as required.
- Prepare and contribute to reports as required.

Salary DOE. Benefits include health care reimbursement, vacation and sick leave, paid life and LTD insurance, appropriate professional memberships and a retirement plan.

**To apply**, submit a letter of interest, resume and names of three references to Lawyers Concerned for Lawyers at [help@mncl.org](mailto:help@mncl.org). Further information about LCL is at [www.mncl.org](http://www.mncl.org).