Case Manager Rotation

Duties

On-Call Driver
pick up residential transports and sober living admissions

Sober Living Campus
remain stationed at the sober living campus for the day

Outpatient Hall Monitor
monitor the hallways at outpatient during morning group

Afternoon PHP Group
facilitate afternoon PHP group

Afternoon Hall Monitor
monitor the hallways at outpatient during afternoon group

Schedule

Duty	Monday	Tuesday	Wednesday	Thursday	Friday
On-Call Driver	Howard	Emilee	Emilee	Cassie	Emilee
Sober Living Campus	Howard	Emilee	Emilee	Howard	Emilee
Outpatient Hall Monitor	Emilee	Cassie	Howard	Emilee	Cassie
Afternoon PHP Group	Cassie, Emilee	Howard, Cassie	Emilee, Howard	Emilee, Howard	Cassie, Howard
Afternoon Hall Monitor			Cassie	Cassie	

Checklist

On-Call Driver

Duration: All shift

Type of Pickups: Residential or Sober Living

- [ ] complete the vehicle safety checklist
- [ ] pick up patient/resident

- [ ] have patient/resident sign documentation before transporting them
- [ ] transport to Stepworks residential facility or outpatient
- [ ] complete safety checklist and submit to supervisor

Sober Living Campus

Duration: all shift

Location: 1101 Regency Way

- [ ] facilitate sessions
- [ ] engage with residents
- [ ] monitor residents
- [ ] complete any other necessary/helpful tasks

Morning Hall Monitor

Duration: 9:00 A. M. to 12:00 P. M.

Location: 2901 Ring Road

- [ ] lock main outpatient entrance at 9:00 A. M.
- [ ] sit in chair at counter while you work
- [ ] work on documentation
- [ ] work on chart audits
- [ ] follow up with patients who leave group during the session (document as a staff note if they do)

Afternoon PHP Group

Duration: 1:00 P. M. to 3:00 P. M.

Location: 2901 Ring Road

- [ ] facilitate group session using the curriculum
- [ ] document session immediately afterward
- [ ] scan and email PHP sign-in sheet to your supervisor

Afternoon Hall Monitor

Duration: 1:00 P. M. to 3:00 P. M.

Location: 2901 Ring Road

- [ ] sit in chair at counter while you work
- [ ] work on documentation
- [ ] work on chart audits
- [ ] follow up with patients who leave group during the session (document as a staff note if they do)