

Outpatient Case Manager Duties

Second Shift

Outpatient case managers must (1) monitor the patients on campus and (2) read the communication book to stay up-to-date. Shift meetings happen at the beginning of each shift and must include (1) a verbal debriefing about the patients and (2) reading the Stepworks standard of the day.

Task	Completed	Details	N/A	Assigned staff members
Facilitate individual sessions (document in chart).	<input type="checkbox"/>	Number of individual sessions: _____	<input type="checkbox"/>	
Facilitate Sober Living group sessions (document in chart)	<input type="checkbox"/>	Number of sober living group sessions: _____	<input type="checkbox"/>	
Conduct Sober Living round at curfew (document round)	<input type="checkbox"/>		<input type="checkbox"/>	
Conduct Sober Living round at shift end 8:00 P.M./11:00 P.M. (document round)	<input type="checkbox"/>		<input type="checkbox"/>	
Facilitate exit interviews (PHP, IOP)	<input type="checkbox"/>	Number of interviews: _____	<input type="checkbox"/>	
Complete tasks for Sober Living manager	<input type="checkbox"/>	Tasks:	<input type="checkbox"/>	
Facilitate GRPA interviews	<input type="checkbox"/>	Number of interviews: _____	<input type="checkbox"/>	
Facilitate	<input type="checkbox"/>		<input type="checkbox"/>	

transportation for Stepworks (scan transportation worksheet and email to your supervisor)				
Assist in evening transportation (scan transportation worksheet)	<input type="checkbox"/>		<input type="checkbox"/>	
Clean out van	<input type="checkbox"/>		<input type="checkbox"/>	
Prepare for the following day's admissions (prepare linens and paperwork)	<input type="checkbox"/>		<input type="checkbox"/>	
Take out trash	<input type="checkbox"/>		<input type="checkbox"/>	
Clean office at the end of shift	<input type="checkbox"/>		<input type="checkbox"/>	
Weekly inventory for sober living and outpatient (email to supervisor)	<input type="checkbox"/>		<input type="checkbox"/>	

Scan this document and email it to your supervisor at the end of your shift.

Team member: _____

Date: ____/____/____