

Outpatient Case Manager Duties

First 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 Member
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"/>	
Conducted two rounds at Sober Living (document round)	1st round <input type="checkbox"/> 2nd round <input type="checkbox"/>		<input type="checkbox"/>	
Facilitate exit interviews (PHP, IOP)	<input type="checkbox"/>	Number of interviews: _____	<input type="checkbox"/>	
Monitor the halls at outpatient during group time	<input type="checkbox"/>		<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 PHP afternoon group	<input type="checkbox"/>		<input type="checkbox"/>	

(document the note in the chart; scan sign-in sheet and email to your supervisor).				
Facilitate transportation for Stepworks (scan transportation worksheet and email to your supervisor).	<input type="checkbox"/>		<input type="checkbox"/>	
Clean office at the end of shift	<input type="checkbox"/>		<input type="checkbox"/>	

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

Team member: _____

Date: ____/____/____