

Available Position: Woodycrest House Case Manager

To view salary, start date and other specifics please log on to: www.americasjobexchange.com/NY

Under the supervision of the Director of Social Services and in accordance with established policies and procedures, the Case Manager provides supportive services to an assigned case load of adults and children, encompassing service planning, substance abuse counseling, mental health counseling, life skills counseling, educational/vocational counseling, medication adherence, referral services, and advocacy.

Essential Job Functions:

- Establishing service goals and objectives with clients
- Providing crisis intervention services and if necessary, refer clients to substance abuse treatment, detox, or psychiatric assessment
- Individual counseling
- Home visits and apartment inspections
- Identifying clients receiving services from other community providers and assumes role of primary case manager; coordinating joint service plans, assessment, reassessment and joint case conferencing with other service providers to clarify and define each provider's goals and objectives
- Collateral contacts
- Referrals
- Written progress notes and record-keeping
- Coordination with Entitlements Specialist on apartment and rent issues

Qualifications:

- Bachelor's degree in related human service field 2+ years experience working with people with psychiatric/emotional issues and substance abuse problems.
- Knowledge of issues of homeless population and persons living with HIV/AIDS.
- Ability to engage clients who are skeptical of receiving help and in denial about their pathology, good analytical skills, good writing skills, good collaborative skills.
- Working knowledge of computer systems, social service systems, and willingness to learn quickly.
- Ability to collaborate with and function as a part of a treatment team, ability to handle multiple tasks in a fast-paced environment, willingness to shift easily between various responsibilities.
- Ability to work late hours on weekdays and work on weekends.

- Bi-lingual English/Spanish a plus.