

Unique People Services Job Description

Job Title: Case Manager
Department: Crown Residence
Reports To: Clinical Director
FLSA Status: Non-exempt
Prepared By: HR Director
Revised Date: 9-23-09

SUMMARY: Assess residents' needs and develop case plan to ensure that resident is linked to needed services both inside the residence and in the community. Assist resident in developing necessary skills to live more independently in permanent housing.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Oversee and coordinate program admission process.
- Conduct interview of referrals with 24 hours of the HASA referral.
- Oversee the development and maintenance of resident case records.
- Facilitate individual and group counseling sessions.
- Assist in identifying new permanent housing referrals.
- Implement and monitor the service needs of residents in order to provide case management services which link residents with other agencies, health providers and support systems.
- Institute appropriate referrals for services and function as a liaison/advocate to ensure receipt of required services.
- Adhere to on call cell phone system to facilitate crisis intervention, emergencies and other situations that require immediate actions.
- Provide monthly caseload update to Clinical Director. Document all direct service activities including residents served, case closures and direct service advocacy interventions.
- Document all contacts and referral activity in resident records.
- When necessary and appropriate, accompany residents to medical appointments and/or arrange ambulate services.
- Attend all mandated meetings and in service training.
- Assist resident in gaining the skills necessary to live more independently and arrange for placement in a permanent housing program.

- Establish working relationship with HASA case management staff to ensure quality client care.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Bachelor's Degree in the Human Services preferred. Prior experience preferred in case management, counseling with groups and/or individuals, crisis intervention and resident advocacy. Computer literacy a plus. Knowledge of HIV/AIDS and substance abuse. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NOTE: This job description reflects management's assignment of essential and secondary functions. It does not prescribe or restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons.

E-mail resumes: recruit@uniquepeopleservices.org with Word document attachments. Only applicants being considered for an interview will be contacted. Unique People Services is an Equal Opportunity Employer.