

Position: Case Manager (Supportive Housing – Homeless At-Risk)

Job location: Bronx, NY

Full-time: 40 Hours

Position reports to: Clinical Supervisor

Responsibilities

- Develop, implement and conduct a variety of structured group experiences toward maintaining and/or developing skills to increase functioning in the environment and the community; and to gain control over substance problems.
- Perform Case Management duties and maintaining a caseload as deemed appropriate.
- With residents consent, communicate with family, collaterals and other Agency staff on behalf of residents.
- Participate in staff meetings, staff rounds, supervision, discharge planning and QA activities.
- Escort residents as needed to hospital, clinic, emergency room, substance abuse testing, and on going services. While developing linkages, resources and other supportive services as needed.
- Maintain appropriate documents, records, statistics and written reports in an organized timely and accurate manner.
- Conduct an alcohol/drug assessment for the purpose of developing a restorative service plan with residents as needed but at least annually.
- Conduct individual counseling and write case notes at least monthly regarding all activities.
- Liaison with therapist in coordinating appropriate services needed and reviewing progress reports.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Associate Degree or High School Diploma and three (3) years of experience in providing counseling and referral service to individuals diagnosed with a mental illness/substance abuse history. CASAC certification required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Excellent verbal and written communication skills a must. Bilingual English/Spanish Preferred.

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E-mail resumes: recruit@uniquepeopleservices.org with Word document attachments; OR Fax resume and cover letter to (718) 231-7720 Attn: HR

Only applicants being considered for an interview will be contacted.

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