

Position: Case Manager (Haven Apts - OMH)

Job location: Bronx, NY

Full-time: 40 hours

Position reports to: Clinical Supervisor

Responsibilities

- Provides access and referral to concrete services on behalf of residents.
- Carrying caseload and performing Case Management duties.
- Communicate with family, collaterals, and other agency staff on behalf of residents as a part of service planning.
- Conduct intake screenings.
- On call during off-hours and weekends, available for consultation on an as needed basis.
- Participate in Utilization Review, staff rounds, and discharge planning.
- Professional visits and off-site screenings at other Agencies.
- Maintain appropriate documents, records, and statistics and write reports in an organized, timely, and accurate manner.
- Accompany clients to outside appointments, hospital/clinic emergencies, field trips as necessary.
- Conduct various structured and therapeutic activity groups especially communication skill personal awareness, group therapy, men/women group, task activity therapy; will maintain short/long term goals.

Qualifications

Bachelors Degree in Social Work or a High School Diploma and at least 5 years experience working with homeless and mentally disabled individuals.

Additional requirements

Good verbal and written communication skills a must. Bilingual English/Spanish Preferred.

Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

Fax resume and cover letter to (718) 231-7720 Attn: HR or

E-mail recruit@uniquepeopleservices.org with Word document attachments

Only applicants being considered for an interview will be contacted.

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