

CONNECT, INC.
JOB VACANCY NOTICE

POSITION: Case Manager
Supportive Living/Permanent Supportive Housing

PAY GRADE: 12

WAGE: \$31,805 (as a minimum)

ESSENTIAL FUNCTIONS:

- To provide case management to assigned consumers.
- Implements and monitors consumer rehabilitation plans and assists in the daily operation of program activities.
- Conducts initial Assessments and annual Re-assessments (at a minimum) of consumers to develop and update Individualized Service Plans and verifies the accuracy of information.
- Utilizes evidenced based models to engage residents to participate in needed services.
- Provides Case Management and Intensive Life Skills.
- Develops and maintains community resources listing of agencies providing information/referral, training or instruction in a wide variety of social services.
- Conducts follow-up and coordination, with other social agencies and community resources to ensure appropriate service delivery to clients.
- Assists consumers with developing and following through with their individualized recovery plan.
- Maintains accurate and detailed records of assigned caseload, observes progress or significant changes in behavior, and reports issues and/or incidents to the supervisor in a timely manner.
- Provides service advocacy to consumers, links them to community-based services and resources, and assists them with coordinating scheduled appointments.
- Develops and/or coordinates the provision of various human service programs for consumers.
- Demonstrates understanding of recovery-based procedures; participates as a team member in program participant's recovery plans and maintains appropriate communication with external programs and community resources.
- Provides case management and intensive life skills training to individuals and client groups.
- Serves as advocate to identify and access entitlement resources available social services and affordable living.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:

- Bachelor's Degree in Social Work, Psychology or related field from an accredited college or university; one year case management experience preferred; an equivalent combination of skills, experience and education may be considered, at the discretion of the Agency;
- Demonstrated ability to obtain vital information during an interview to make proper service recommendations;
- Must successfully obtain Criminal History Clearance from the Pennsylvania State Police and Child Abuse Clearance from the Pennsylvania Department of Human Services and FBI Fingerprint Clearances.
- Demonstrated ability to obtain vital information during an interview to make proper recommendations;
- Demonstrated knowledge of mental health programs and available social services.
- Ability to transport oneself as program needs dictate.
- Ability to communicate with effectiveness;

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING#1890-NO LATER THAN MARCH 22, 2018.

EQUAL OPPORTUNITY EMPLOYER