

**CONNECT, INC.**  
**JOB VACANCY NOTICE**

**Become a leader...Become an innovator...**Make a difference in your community and join the premier nonprofit human services company in the region. Come join our team and build a career with SPHS!

POSITION: Case Manager (Full-Time)  
Permanent Supportive Housing/DWEL/Welcome Home

PAY GRADE: 12

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

**ESSENTIAL FUNCTIONS:**

- To provide case management to assigned consumers.
- Utilizes evidenced based models and practices to engage residents to participate in needed services.
- Provides Case Management and Intensive Life Skills to individuals and client groups.
- 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.
- 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.
- Ability to work independently following established policies and procedures, including emergency situations.

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**, email [kjohnson@sphs.org](mailto:kjohnson@sphs.org) or [naffinito@sphs.org](mailto:naffinito@sphs.org). ATTENTION: **POSTING#19106-NO LATER THAN MAY 2, 2019.**

EQUAL OPPORTUNITY EMPLOYER