



Position: Case Manager
Program/Department: Transitional Living Community (TLC)
Reports to: Social Work Supervisor
Work Location: East New York, Brooklyn
Hours: Full Time

Responsibilities:

- Schedule Regular meetings and engage clients to ascertain needs
- Complete weekly progress notes, clients' psychosocial histories, and treatment plans/reviews, using Foothold AWARDS database
- Update client demographics and other data in AWARDS database in a timely manner
- Complete case notes and Independent Living Plans in CARES database, and immediately report all placements to Supervisor for entry into CARES database within 24 hours
- Schedule appointments for physical exams and meeting with the TLC psychiatrist and follow up to obtain results of physical exams for integrated care.
- Link clients with SSI, Public Assistance, mental health clinics and other community resources
- Prepare materials for submission to city agency for housing placements
- Assure an adequate number of housing placements from caseload, with a focus on long term clients at TLC
- Prepare for case conferences and report pre-placement activities to Supervisor
- Co-ordinate with Voc/Ed Specialist to assure that service plan goals are being met
- Provide and document minimum monthly follow-up services to placed clients
- Other tasks as may be required

Qualifications:

BSW or BA in human services related field, with a minimum of one year experience with shelter and homeless and/or mentally disabled populations. Fingerprinting and criminal background check required

Contact:

Email Resume and Cover Letter to:
Addrienne Terry, Program Director
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