



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

Position Summary:

TLC is a transitional living community for mentally challenged homeless women. Case Manager work with other staff to ensure that our clients are prepared for permanent housing by developing rapport with clients, conducting intake procedures, scheduling case management meetings, and helping clients to build their personal social and economic safety nets.

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
- Escorting clients to housing interviews and housing move outs
- 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

EQUAL OPPORTUNITY EMPLOYER



Qualifications Required:

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

Please send resumes and cover letters to:

Adrienne Terry, MHS Program Director

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