



UNITED PLANNING ORGANIZATION

POSITION: Case Manager
DEPARTMENT: Community Services Division/AETP
BULLETIN No: 06122011
SALARY RANGE: \$38,000 - \$43,050 annually
OPENING DATE: 12/12/2011
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

Brief Description: Completes all required assessments, eligibility, registration and case management forms for program participants including developing individual case management plans, follow-up case notes, and referrals for supportive services. Networks and provides correspondence to local agencies to recruit program participants. Conducts initial intakes and completes registration forms to determine eligibility for programs and services. Develops case plans in collaboration with clients using the information identified in the assessment that capture the goals of the client. Assesses each customer; addressing the barriers to self-sufficiency and employment including personal, financial, emotional and physical issues, career decision-making and planning issues. Facilitates the referral process based on the identified needs of customers including emergency assistance requests; support services such as mental health, substance abuse recovery, parenting/life-skills training, career/job readiness training, financial literacy counseling, employment placement; as well as external referral to outside service providers. Monitors the progress of clients and maintains contact with clients via telephone, mailings, and training group sessions. Completes progress notes and maintains accurate records and appropriate documentation of services.

Minimum Qualifications: Bachelor's Degree in Social Work, Psychology, Counseling or related field with 3-5 years experience working in a community based organization or similar venue. Must have a valid Driver's License. Must possess strong communication and writing skills and be proficient in MS Office. Ability to work some evenings and weekends. Proficiency in Spanish a plus. Ability to maintain confidentiality and work with people from diverse backgrounds. **Desired Qualifications:** Licensed Social Worker with a Master's Degree in Social Work, Psychology, Counseling or related field.

Other Requirements: In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI Fingerprinting, pre-employment physical examination and drug screening as applicable for the position.

This position IS in the collective bargaining unit.

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Apply within at Human Resources, 301 Rhode Island Ave., NW, 1st Floor
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