



Case Manager

Supervisor: Senior Case Manager & Director Scatter-Site Housing Program

Mental Health Case Managers are responsible for the reassessment of consumers, monitoring and evaluation of consumer mental health status and level of functioning and referrals of consumer offsite support services. Mental Health Case Managers will maintain a caseload of between 10 to 15 consumers and shall be available to consumers via cell phone for emergency on-call night and weekend coverage. Mental Health Case Managers are accountable to the Program Director.

Duties and Responsibilities:

- ❖ Initiate reassessment of consumer referred from HIV/AIDS Service Administration to determine the appropriateness of our supported housing program every 3 months.
- ❖ Complete reassessment of consumer functioning and needs.
- ❖ Initiate reassessment of mental health status every 3 months days.
- ❖ Serve as a liaison to assist other Scatter-Site Housing staff in evaluating consumers suffering from mental health issues.
- ❖ Develop a Service Delivery Plan with the consumer and his/her partner or family when appropriate
- ❖ Refer consumers for support services and act as a liaison. Provide assistance obtaining entitlements. Help manage medical and personal emergencies such as (need for hospitalization, physical/mental health decline, burglary, suicide threat or physical abuse). Act as a liaison for a resident's relationship with family members, care partners, significant others at the request of the consumer.
- ❖ Attend and participate in case conferences, meetings, and educational seminars as required.
- ❖ Escort consumers to other service providers.
- ❖ Maintain consumer charts in accordance with HCCI's Support Services Policy & Procedure manual.
- ❖ Remind consumers of their payment of rent and utilities in the program.
- ❖ Assist in maintaining the Consumer Advisory Team meetings.
- ❖ Assist in maintaining cordial working relationships with HIV/AIDS Service Administration services, Case Management staff.
- ❖ Maintain home visits and/or contact on a weekly basis, develop a trusting relationship with consumers to monitor physical/mental health capacity for independent living.
- ❖ Work with significant other/ family when consumer passes away with bereavement counseling and relocation efforts.
- ❖ Assist consumers in submitting work orders to Senior Resident Manager for house repairs.
- ❖ Perform other duties and responsibilities required by the Director of Scatter-Site Housing Program.

Qualifications

Bachelor's Degree or minimum of Associate's Degree in Human or Mental Health services

Knowledge and experience of dealing with persons living with HIV/AIDS

Knowledge and experience in working with individuals with mental health diagnosis Axis I and Axis II

Strong analytical, communication, and writing skills

Computer literate-working knowledge of Microsoft Word, Excel and Outlook

Bilingual- Fluent in Spanish helpful

Please email coversheet and resumes to nbishop@hcci.org