

Job Description: Assistant Case Manager

Job Overview:

Company: Veterans Place of Washington Boulevard, Inc.
Base Pay: Based on Experience
Employee Type: Part Time
Industry: Social Services, Non-Profit
Manages Others: No
Benefits Eligibility: Some
Job Type: Program Assistance/General Service
Reports To: ACM Supervisor
Required Experience: 2-3 years of field related experience
Location: 945 Washington Boulevard, Pittsburgh, PA 15206

Position Responsibilities:

The purpose of the Assistant Case Manager is to work as a member of our team to enhance the quality of life for our veterans while supporting the mission of the organization. The position requires an individual who is flexible enough to assume a variety of roles as dictated by the changing needs of our Veterans. It is crucial that an individual be able to relate well to others and handle administrative responsibilities. The Assistant Case Manager is more than just a friendly presence; she/he is the crucial link in creating an environment in which our Veterans heal, grow and prepare to re-enter society as productive, self-sufficient individuals.

Applicants must have a valid driver's license to apply for and retain this position. Veterans Place seeks candidates who enjoy working in a community setting and fostering a vibrant, sober community. Given the importance of sobriety, applicants are required to adhere to our drug and alcohol-free facility policy. Certified Peer Mentors preferred.

Time commitment and duty:

Veterans Place of Washington Boulevard is staffed 24 hours a day 7 days a week. The Assistant Case Manager (ACM) must be available during all days and shifts. The typical schedule will be focused on these hours when other staff members are not on the property. As the on-site direct care workers, Assistant Case Managers are required to work holidays. Compensation is made for holidays worked.

Transportation:

- Acts as the primary van driver when on duty and provides transportation services to Veterans Place client Veterans according to program, appointment and community needs.

Community Development and Programming:

- Assesses needs and interests of Veterans Place residents by interacting with them on a regular basis.
- Initiates programs, activities and community development that address the social, recreational, educational and development aspects of the residents' lives and promote positive relationships, sobriety and supportive community engagement.
- Assists with orientation and welcoming of new residents.
- Works with staff members to promote responsible living and a culture of sobriety at Veterans Place.
- Assists in collection and delivery of drug screen samples to the Veterans Administration for processing.
- Monitors physical facilities, conducts building rounds as needed and performs light maintenance and grounds tasks (e.g. switching blown breakers, spreading salt on iced walkways, etc.).
- And other duties, as requested.

Communication:

- Communicates important and arising issues to ACM Supervisor and, where needed, participates in development of an appropriate course of action.
- Acts as a positive role model in both professional and personal behavior for other residents.
- Communicate policies and the rationale behind them to residents.
- Participate in administrative, staff, clinical, and in-service activities and training as required.

Clinical Activates:

- Perform case finding functions and outreach, identifying and screening patients for psychosocial needs.
- Conduct psychosocial assessments and develop treatment plans in collaboration with the veteran and other provider organizations including the Veterans Administration.
- Coordinate referrals of Veterans to the Veterans Administration and other community based providers for additional services based on needs and eligibility (this includes expanding the existing referral network as necessary).
- Exercise and coordinate a variety of individual and group counseling techniques that are evidence based and demonstrate good clinical practice.
- Maintain case records in accordance with program guidelines and professional requirements.
- Implement legal and ethical standards of service delivery, privacy and confidentiality, complying with all applicable regulations.

Qualifications:

- High School Diploma
- Must be proficient in spoken and written English
- Must have a valid driver's license and be able to obtain automotive insurance
- Experience working with the public and/or in a customer service capacity strongly preferred.
- Ability to relate well to others and handle administrative responsibilities.
- Veteran status preferred
- Must be able to pass a pre-employment drug screen

Veterans Place of Washington Boulevard, Inc. is an Equal Opportunity Employer