

Position: Case Manager (Supported Housing - OMH)

Job location: Bronx, NY

Full time: 40 Hours

Position reports to: Clinical Supervisor

### Responsibilities

- Provide case management services to emotionally handicapped individuals
- Provide access and referral to concrete services on behalf of consumers.
- Provide assistance in consumer's apartments for daily living skills development, teaching consumers to use appropriate skills in cleaning, cooking, laundry and meal planning.
- Ensure that all consumers receive prescribed treatment and appropriate level of care.
- Ensure the rights of the consumers are upheld according to procedure and that there is a grievance procedure with a functioning appeal process.
- Communicate with family, collaterals and other agency employees on behalf of residents as a part of service planning.
- Establish and maintain working relationship between UPS and other community agencies as a cooperative venture on behalf of the residents.
- Conduct intake screenings.
- Participate in Utilization Review, treatment planning and discharge planning.
- Conduct professional visits and off-site screenings at other agencies.
- Maintain appropriate documents, records, and statistics and write reports in an organized, timely, and accurate manner.
- Accompany clients to outside appointments, hospital/clinic emergencies, field trips as necessary.

### Qualifications

Bachelors Degree in Social Work or a High School Diploma and at least 5 years experience working with homeless and mentally disabled individuals.

### Additional requirements

Good verbal and written communication skills a must. Bilingual English/Spanish Preferred.

Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

Fax resume and cover letter to (718) 231-7720 Attn: HR or

E-mail [recruit@uniquepeopleservices.org](mailto:recruit@uniquepeopleservices.org) with Word document attachments

Only applicants being considered for an interview will be contacted.

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