Job Description

Job Title: Case Manager

Reports To: Team Leader for Transitional Case Management (TCM)

Overview: Transitional Case Management is an alternative to incarceration program for individuals with serious mental illness convicted of misdemeanor crimes in Manhattan Criminal Court. The case manager provides community case management, assessment, rehabilitation and self-help skills training to promote participant linkage to community treatment, rehabilitation, and needed services. We are a mission driven organization committed to the use of alternative sanctions that are fair, affordable, and consistent with public safety. The case manager provides services in the community within the framework of core TCM operating principles of recovery, self-determination and public safety.

Responsibilities:

- Provide case management services to caseload of TCM participants
- Assess participant immediate needs, legal circumstances, and engagement needs to develop service plans and deliver needed community case management services
- Assist participants in identifying treatment and life goals (housing, family, entitlement, vocational, social, cultural and recreational)
- Provide case management services to link participants to entitlements
- Act as advocate and liaison for participants in securing housing, entitlements, treatment, medical care and other community services and supports
- Provide individual supportive counseling as needed
- Provide at least 80 percent of service contacts in the community
- Meet required levels of case management contacts
- Respond to crisis situations as needed
- Involve family, significant others, and treatment providers in service provision
- Complete assessments, progress notes, and significant data
- Provide culturally competent services in accordance with CASES policies and practice
- Link participants to treatment, self-help, and community resources
- Teach participants about their rights and instill hope in participants
- Attend and prepare for supervision sessions
- Provide case management services within harm reduction framework using motivational interviewing techniques
• Develop strategic alliances with community providers
• Conduct outreach to community providers, families and significant others to gather collateral information for service planning.
• Address recidivism risk factors through targeted case management and counseling
• Any other duties as required by the team leader and supervisory staff

Qualifications:
• Graduates of recognized peer specialist training program such as the Howie the Harp Peer Advocacy and Training Center Forensic Peer Specialist Program are strongly encouraged to apply
• Previous case management experience with people with serious mental illness required
• High school degree with related work experience
• Strong knowledge of wellness, recovery and self-help.
• Effective communication and written skills are essential
• Proficiency with computer and databases
• Bilingual skills in Spanish preferred.
• Driver’s license is highly preferred

Salary: Commensurate with experience

How to apply: E-mail cover letter and resume with salary history and requirements in Rich Text Format (RTF) or Word 2002 format to casesjobs@cases.org. Please list the title of the position you are applying for in the subject line. No phone calls please. Only applicants selected for interviews will be contacted.

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