

LOWENSTEIN HOUSE, INC.
JOB OPENING ANNOUNCEMENT

CASE MANAGER
Food Service Unit, Barksdale Location

Effective Date: January 29, 2018	Starting Pay Range \$28,684 - \$33,847
Deadline for submission of resumes/applications:	
Supervised By: Program Services Coordinator	

POSITION SUMMARY

The Food Service Case Manager provides case management and support services to members assigned to the Food Service Unit at the Barksdale location. They are responsible for providing case management services and completing all documentation related to their assigned members.

RESPONSIBILITIES

1. Provides case management services, advocacy and assistance to members, e.g., referrals for counseling, medical services, housing and other community resources during their participation in the Lowenstein House program.
2. Transports members as necessary for various appointments or other needs. Coordinates member's mental health needs with doctors, mental health centers, other case managers, etc.
3. Follows up on sick, hospitalized or chronically absent members.
4. Observes, monitors and documents member's progress towards their service plans goals. Assist members with day-to-day issues or problems that may arise related to their involvement in the program.
5. Maintains all required documentation and paperwork. Completes weekly progress notes. Develops individual service plans for assigned members. Maintains attendance logs on all assigned members.
6. Assists the Food Service Unit Leader with overseeing the Food Service Unit as needed. Substitutes for the Food Service Unit Leader when needed.
7. Facilitates weekly groups and other training activities as needed.
8. Fills in and assists when needed in other program areas, e.g., during times of absences, vacations, staff shortages, etc.
9. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

MINIMUM REQUIREMENTS

- Bachelor's Degree in Psychology, Social Work or related field.
- At least one year of mental health experience
- Valid driver's license

OTHER SKILLS AND ABILITIES

- Familiarity with the basic operations of a food service or restaurant environment
- Ability to function with a high degree of initiative, creativity and independence
- Intermediate computer skills
- Ability to work with and relate to a diverse group of people
- Ability to communicate clearly and effectively both orally and in writing

PREFERENCES

- Psychosocial rehabilitation experience
- Familiarity with WRAP (Wellness Recovery Action Plan)
- Mental health or social service experience
- Familiarity with social service agencies and other community resources