



## **JOB ANNOUNCEMENT**

Hamilton-Madison House (HMH) is seeking a Case Manager who will be responsible for coordinating and accessing care for clients in the outpatient mental health clinic, with priority focus on those in the CONNECT program. HMH outpatient mental health clinic is a clinic identified by the Department of Health and Mental Hygiene (DOHMH) as a high need area. As such, it has been selected to participate in the CONNECT Demonstration Project to provide rapid access to mental health services in a more flexible and holistic way with the community and the whole person outside the clinic walls and beyond the traditional doctor/therapist-patient interaction. This position will focus on community linkages and accessing immediate concrete needs in order to improve the quality of life of the people being served.

### **Minimum Qualifications:**

- A Baccalaureate degree from an accredited college; or at least 3 years of experience working in human services with individuals with behavioral health and/or substance use disorders
- Demonstrated cultural proficiency and experience working with communities of color and/or communities in urban, underserved neighborhoods that bear a disproportionately high burden of illness
- Positive attitude and strong interpersonal, writing and communication skills
- Understanding of racial/social justice and equity issues
- Strong time management skills with attention to detail and ability to prioritize
- Proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint); and electronic medical records, and willingness to learn new systems as needed
- Bilingual speaking abilities Cantonese, Mandarin or Spanish preferred, but not required

### **Responsibilities:**

- Provide clients and their families with linkage to community supports and resources as needed
- Meets with clients individually and facilitates groups to establish realistic treatment, recovery and life goals
- Coordinates client care by scheduling and accompanying to medical, legal and other necessary appointments
- Assess housing needs, vocational/educational needs, and other concrete needs as it relates to social determinants of health and develop objectives and recommendations for treatment services
- Completes housing applications (2010e) and other social services applications when necessary
- Work effectively with community providers, education and vocational training providers, legal and self-help groups providing services to CONNECT clients

- Documents in clear and concise fashion to reflect treatment planning and implementation in a measureable and functional way to reflect outcomes which meets regulatory requirements
- Demonstrate the knowledge and skills necessary to provide care, based on physical, psychosocial, education, safety and related criteria, appropriate to the age of the client
- Provide supportive counseling to facilitate problem solving
- Collaborates with team members to develop and implement treatment plans involving multiple modalities
- Participates in team meetings, supervisors, case conferences and other pertinent meeting with interdisciplinary team to review client's progress
- Provide after-hours crisis intervention on-call services on a rotating basis

Compensation: Commensurate with qualifications and experience  
Hours: Monday to Saturday, 37.5 hours per week  
To Apply: Submit your cover letter and resume to Human Resources  
 Fax: 212-349-2793  
 Email: [hrdept@hmonline.org](mailto:hrdept@hmonline.org)

Posting Date: February 8, 2022      Application Deadline: Until filled

**Hamilton-Madison House is an Equal Opportunity Employer**