



JOB ANNOUNCEMENT

Hamilton-Madison House is seeking a part time Case Manager, who will be responsible for providing quality support services to tenants in the Supported Housing program.

Minimum Qualifications:

- BA in social work, mental health or psychology or related field preferred
- Bilingual English/Chinese preferred
- Good driving record required
- Excellent interpersonal skills
- Good organizational skills

Responsibilities:

- Provide case management services to program participants
- Make home visits at a minimum of once a week
- Work with clients to create Individual Service Plan (ISP) to increase independent living skills, self-sufficiency, income and residential stability
- Identify and provide intervention for potential crisis situations
- Assist program participants in securing appropriate supportive services including mental health, primary healthcare and substance abuse support
- Respond to program participants' needs such as obtaining forms, completing paperwork, contacting referrals, writing correspondence, making phone calls and resolving disputes
- Provide referrals and information on available resources, researching as needed
- Provide transportation to appropriate community-based resources
- Assist in after hour consultation as needed
- Work closely with the staff of the state psychiatric centers on facilitating a smooth transition from the centers to a supported housing unit
- Other duties as assigned by supervisor or Assistant Executive Director of Behavioral Health and/or Supported Housing Program Manager

Compensation: Commensurate with qualifications and experience
Hours: Monday to Friday, 11:00AM to 4:30PM, 25 hours per week
To Apply: Submit cover letter and resume to:
Fax: 212-349-2793
Email: hrdept@hmhonline.org

Posting Date: January 1, 2021 Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer