

JOB ANNOUNCEMENT: Case Manager

Location: Santa Fe Springs | Department: Safe Haven

Position Summary: Under the supervision of the Clinician, the Case Manager is responsible for removing barriers to recovery and instability in the community, coordination, and linkage of clients to community resources.

Essential Job Functions:

- Collaborate with other agencies to ensure coordinated, integrated services, including referrals of clients for critical, healthy living services
- Identifying, accessing, and assisting with linked referrals for comprehensive ancillary services.
- Participate in community meetings and special events to represent and advocate for agency, affiliated agencies, and clients
- Network with and outreach to other agencies to maintain excellent working relationships with local referral sources.
- Participate in identification of objectives, measurement of outcome, and evaluation of results related to primary job responsibilities
- Arrange and co-facilitate ongoing in-services trainings for compliance and skill building, related to primary job responsibilities.
- Provide all needed documentation in order to keep medical records current as required by funding sources
- Facilitate group and individual counseling sessions.
- Develop case coordination plan for clients, as necessary, and / or in conjunction with other staff members
- Maintain current case management files for each client
- Maintain Resource Directory of local agencies providing critical healthy living services available for clients.
- Maintain accurate tracking forms and data base of delivery of service for each participant monthly
- Actively participate in ongoing professional development.
- Attend all staff meetings as required.
- Oversee one or more interns, under the direct supervision of the Clinician.

Qualifications:

- Must be a at least 18 years of age or older.
- Two (2) years' experience counseling in substance abuse, mental health, or related field, including some supervisory or administrative responsibilities.
- Minimum one (1) year experience working in a program servicing persons with mental disabilities.
- Excellent speaking and writing skills.
- Maintain mandated educational requirements for the position if licensed, certified or registered. Must satisfy Contractor required trainings in a timely manner as a condition of employment.
- Ability to be sensitive to trauma and gender while interacting with participants.
- Valid California Driver's License and Identification required.
- Valid California Driver's License and proof of personal auto insurance is required. Hire is contingent upon agency insurability. (if position requires driving)
- Must be able to pass a criminal history background screening (Live-scan), as well as maintain current First Aid & CPR Certification, physical health screening exam, and negative Tuberculosis and drug screening test results as per regulations.
- Bilingual English/Spanish preferred

Education:

- Bachelor's or Master's in Human Services or related field of study preferred.
- Minimum High School Diploma or GED.
- State Certification in Substance Abuse Counseling from a State certifying body preferred.
- State Registration in Substance Abuse Counseling from a State certifying body required.

Working Conditions:

- Work is primarily performed in an office.
- Some outdoor activities may be required.
- The ability to work in an inner city environment.

Physical Demands

- Occasional lifting not more than 20 pounds.
- Sitting, standing, walking, reaching are performed in the normal course of a shift.

To apply, email your resume to Jeanette Morales at jmorales@lacada.com