



Opening doors to
housing and recovery.

Job Description – Case Aide

Reports To: PCHF Clinical Manager

The Case Aide assists clients with daily life skills and provides unit security.

Duties and Responsibilities:

1. Be available to receive new residents on an “on call basis.”
2. Upon arrival assess level of need; facilitate showers, laundry, cooking (if needed), and that each new resident is given food.
3. Responsible for hands on life skills training: cooking, cleaning, laundry.
4. In conjunction with PCHF staff interview and assess the appropriateness of new applicants for residency in Old Pueblo Community Services Programs.
5. Maintain resident files in a confidential manner and in compliance with HUD and HIPAA standards.
6. Collect client information for HMIS so data can be sent to data entry specialist.
7. Assist Case Manager with interviewing clients to define level of need: personal and family reunification, finances, employment, food, clothing, housing, and substance abuse issues. Determine nature and degree of any issue. Work closely with PCHF staff and other Old Pueblo Community Services personnel.
8. Assist Case Manager with referring clients to mainstream services and other service organizations as needed.
9. Assist Case Manager with reviewing progress toward goals with client concerning substance abuse.
10. Assist Case Manager with monitoring residents’ compliance with program guidelines
11. Assist Case Manager in working closely with PCHF Staff and other collateral contacts as needed.
12. Assist Case Manager in working closely with other Tucson Social Service agencies.
13. Facilitate fire/disaster drills
14. Wellness checks
15. Daily inspections of property
16. Obtain Pima County Food Handlers Certificate
17. Other duties as assigned.

Qualifications:

1. High school diploma/GED or one year of related experience and/or training.
2. Must have strong communication, administrative and interpersonal skills.
3. Must have strong Microsoft Office computer skills-(Word, Outlook, Excel).
4. Experience with Electronic Health Records a plus.
5. Must have a valid Arizona driver’s license, proof of auto insurance and reliable transportation.
6. Must have ability to obtain and maintain First Aid/CPR certification.
7. Must have ability to employ motivational interviewing techniques in providing client services.
8. Must be strongly motivated, show initiative and exercise critical thinking skills.
9. Must be responsible and dependable, committed to a team approach.
10. May be required to work flexible hours.
11. Veteran status, bilingual Spanish, and/or American Sign Language a plus.