



Southern Arizona's Premier Social Service Agency

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

Case Manager I *Homeless Work Program*

The Homeless Work Program Case Manager will provide direct services to participants to include AHCCCS enrollment, and navigation to local employment service programs, apprenticeship opportunities, emergency shelter, and permanent housing. The Homeless Work Program is designed to reduce barriers to employment for those that are homeless by providing casual contractual labor, with cash payment for the day of work, and immediate access to supportive services.

Employee Benefits

Competitive Salary , Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 136 Hours Paid Time Off (PTO) Per Year

Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.

Duties and Responsibilities:

1. Complete Intake process.
2. Develop Recovery Plan in conjunction with each new client. Follow up with weekly recovery plan reviews to assist and support client in reaching identified goals.
3. Maintain all resident files in a confidential manner and in compliance with HUD and HIPAA standards.
4. Interview clients to define level of need: personal and family reunification, finances, employment, food, clothing, housing, medical, mental health and substance abuse issues to determine appropriate level of support needed.
5. Refer clients to mainstream services and other service organizations as needed to include, but not limited to the following: local employment service programs, apprenticeship opportunities, emergency shelter, and permanent housing.
6. Document all services provided in OPCS' electronic health record.
7. Attend OPCS weekly staff meetings, trainings and meet with supervisory staff as required.
8. Work closely with OPCS team, collaborators and other members of individuals support team, including Home Health Care agencies, parole and probation offices.
9. Write letters to courts and other agencies for individuals, as needed.
10. Other tasks as assigned

Qualifications: High School diploma or GED and 2 years of related experience. Working knowledge of evidence-based interventions for persons with a variety of behavioral health concerns, including serious mental illness and substance abuse/dependence. Willingness to learn and practice evidence based practices, such as Motivational Interviewing, Housing First, Harm Reduction, and Trauma Informed Care. Self-starter committed to a team approach, responsible, dependable, ability to set priorities, meet deadlines and work flexible hours. Experience working in racially, ethnically, and socio-economically diverse urban communities. Strong communication, administrative and interpersonal skills. Strong computer skills - Advanced Microsoft Office skills required (Word, Outlook, Excel, and PowerPoint). EHR experience helpful. Possess and maintain valid CPR/First Aid Certification. Valid Arizona driver's license, proof of auto insurance and reliable transportation. Bilingual, Bicultural and/or Veteran a plus.

Job Status
Full Time

Pay Rate
DOE

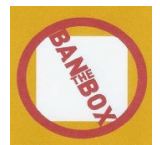
Pay Comments
Salary based on experience.

We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.

Mail Resume/Application to:

Ms. Jeanie Pike
HR Director
Old Pueblo Community
Services
4501 E. 5th St.
Tucson, AZ 85711

Email Resume/Application to:
hr@helptucson.org



Employment References, drug screen and background check is conducted pre-employment.