



## ***Southern Arizona's Premier Social Service Agency***

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

### **Lead Case Manager**

#### ***Low Barrier Bridge Housing/ Re-Entry***

The Lead Case Manager provides ongoing support and training to staff working within OPCS's Low Barrier Bridge Housing Programs and Re-Entry Housing Programs.

#### **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. Ensure staff complete Intake process and Behavioral Health Assessments as needed.
2. Facilitate training and procedure implementation for staff working within re-entry and low barrier housing programs.
3. Maintain case load and follow up with weekly recovery plan reviews to assist and support client in reaching identified goals.
4. Oversee maintenance of all resident files in a confidential manner and in compliance with HUD and HIPAA standards.
5. Assist Case Managers with identifying clients' level of need: personal and family reunification, finances, employment, food, clothing, housing, medical, mental health and substance abuse issues to determine nature and degree of problem.
6. Refer clients to mainstream services and other service organizations as needed.
7. Monitor residents' compliance with program guidelines and provide appropriate guidance to those residents who are out of compliance.
8. Attend OPCS weekly staff meetings, leadership meetings, training and meet with Supervisory staff as required.
9. Assist manager in coaching staff on professional development. Create new ways to help team reach goals and program objectives. Provide support and encouragement to team members. Provide constructive input on reviews.
10. Assign daily tasks to staff that are relevant to the operation of properties and client care, as well as ensuring tasks are completed.
11. Work closely with OPCS team, collaborators and other members of individuals support team, including Home Health Care agencies, parole and probation offices.
12. Write letters to courts and other agencies for individuals, as needed.
13. Assist managers in overseeing the day to day operations of re-entry and low barrier housing programs to include the coordination of new arrivals, sanitation policy, fire/safety drills, daily staff tasking, and work orders.
14. Other tasks as assigned.

**Qualifications:** Masters or Bachelor's degree in a field related to behavioral health with at least 1 year related experience or Associates' degree in a behavioral health related field and 2 years of full-time related experience or High School diploma or GED and 4 years full-time 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

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. 5<sup>th</sup> St.  
Tucson, AZ 85711

Email Resume/Application to:  
[hr@helptucson.org](mailto:hr@helptucson.org)



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

practices, such as Motivational Interviewing, Housing First and Harm Reduction. Self-starter committed to a team approach, responsible, dependable, ability to set priorities, meet deadlines and work flexible hours. Creativity and flexibility in assuming significant responsibility. 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.