



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

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

### **Case Manager II**

#### **Contracted Emergency Residential Services**

Responsible for the coordination and assessment of needs of services needed for homeless Veterans to obtain permanent housing.

#### **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 intakes with each new client. Follow up with clients weekly or more to assist clients in reaching identified goals.
2. Complete the clinical assessment documents in a timely manner with each new client.
3. Interview clients to define level of needs: obtaining IDs for housing, finances, employment, food, clothing, housing, and substance abuse issues to determine nature and degree of problem. Work closely with the VA and OPCS staff.
4. Refer clients to services and resources as needed.
5. Review progress toward goals with clients and update the goals as needed.
6. Monitor client behaviors regarding program guidelines and the VA and OPCS policies and provide appropriate verbal and written warnings to those clients who violate policies and program guidelines.
7. Complete the weekly staffing summary and attend the VA and OPCS weekly staff meetings.
8. Attend mandatory trainings as scheduled.
9. Work closely with parole and probation offices as needed for those clients under supervision.
10. Maintain all resident files in a confidential manner and in compliance with HUD and HIPAA standards.
11. Other tasks as assigned

**Qualifications:** Masters or Bachelor's degree in a field related to behavioral health with at least 1 year related experience a behavioral health related field. Working knowledge of evidence-based interventions such as Motivational Interviewing and harm reduction for persons with a variety of behavioral health concerns, including serious mental illness and substance abuse. Willingness to learn and practice evidence-based 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.

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.