

Southern Arizona's Premier Social Service Agency

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

Case Aide

Re-entry

Provides support to Case Manager staff in OPCS' reentry 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. Assist in duties relevant to the following OPCS reentry programs including: Residential Community Behavioral Modification, STEPs and Bread & Roses youth transitional housing.
- 2. Provide clerical support to OPCS staff as needed.
- 3. Perform administrative tasks in CT|One such as auditing of client files, scanning documents, completing bed-checks and completing medication logs.
- 4. Update and monitor OPCS medication, fire and safety, sign in/out, and inventory logs.
- 5. Maintains client records and information in a confidential manner and in compliance with HUD and HIPAA standards.
- 6. Document all client interactions in CT|One using DAP note format.
- 7. Assist in maintaining and tracking client entry and exit records in HMIS ensuring that all data elements are complete.
- 8. Perform unit inspections following OPCS Housing Quality Standards policy as needed.
- 9. Assist with purchasing, picking-up, and delivery of food to RCBM and Bread & Roses residents weekly.
- 10. Assist with orientation and intake of new clients.
- 11. Pick up mail and/or supplies from OPCS' main office and distribute to clients and staff as needed.
- 12. Be observant of property and report general maintenance needs.
- 13. Report general observation of clients' well-being to staff.
- 14. Once trained, use Motivational Interviewing (MI) with interaction with clients.
- 15. Complete other duties and activities as directed.

Qualifications: High school diploma or equivalent; prior experience working in social services is preferred. Prior experience in using electronic health records and Homeless Management Information Systems (HMIS) platforms a plus. Ability and willingness to learn OPCS' electronic health record, CT|One, and Homeless Management Information Systems (HMIS) platforms. Ability to work with clients that may have mental health conditions, past/current substance use, and/or co-occurring concerns. Ability to work from a harm reduction model in working with clients. Possess and maintain valid CPR/First Aid Certification. Have a valid Arizona driver's license, insurance and reliable transportation. Ability to work patiently with clients and staff and be motivated to help people in challenging situations. Proficiency with Microsoft Office programs along with a working knowledge of computers. Strong written and verbal communication skills. Experience working in racially, ethnically, and socio-economically diverse urban communities. Ability to adhere to all HIPAA guidelines and maintain client confidentiality at all times. Veteran/Spanish speaking/writing 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.