



Southern Arizona's Premier Social Service Agency

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

Lead Case Manager

ECHO

“safety sensitive job”

Safety sensitive position is a job or position where the employee holding this position has the responsibility for his/her own safety or other people's safety. An employee has to be with clear mind and diligent while occupying such positions.

The Lead Case Manager provides ongoing support to the Supportive Housing Manager and provides ongoing support and training to case managers and other staff within the SH department. The Lead Case Manager will maintain open communications and good relationships with landlords while maintaining a case load and providing clients living in their own units with case management. The Lead Case Manager will be based at the property where the SH department is located.

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 Supportive Housing Manager and maintain close communication regarding all facets of case management for residents.
2. Ensure efficient overall operation of SH and services to clients.
3. Facilitate training and procedure implementation for case managers and other staff working in the SH department.
4. Provide coverage as needed for staff and Supportive Housing Manager.
5. Oversee accuracy of entries and exits in CT|ONE
6. Attend weekly meetings with supervisory staff, as required.
7. Attend additional training/education to continue to improve skills and provide quality client services.
8. Demonstrate flexibility in completing assigned tasks to improve team performance, as needed.
9. Assist case managers in the field from 10am-3pm.
10. Accurately track and distribute gift cards.
11. Ensure mileage logs are submitted monthly for each fleet car.
12. Complete other duties as assigned

Qualifications: Masters or Bachelor's degree in a field related to behavioral health; Associates' degree in a behavioral health related field and 1 years of full-time related experience OR; High School diploma or General Education Equivalent (GED) and 3 years full-time related experience. Ability to use motivational interviewing techniques and harm reduction and housing first principals while providing client services. Must be strongly motivated, show initiative and exercise critical thinking skills. Must have proven leadership and team building skills. Self-starter committed to a team approach, responsible and dependable. Strong

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.

communication, administrative and interpersonal skills. Advanced Microsoft Office skills required (Word, Outlook, Excel, and PowerPoint). Valid Arizona driver's license, proof of auto insurance and reliable transportation. Proven competence with documentation in Electronic Health Record. Possess and maintain valid CPR/First Aid Certification. Creativity and flexibility in assuming significant responsibility. Ability to set priorities, meet deadlines and work flexible hours. Experience working in racially, ethnically, and socio-economically diverse urban communities. Bilingual/Bicultural a plus.