



Southern Arizona's Premier Social Service Agency

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

Case Manager II

Steps for Vets

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

FRINGE BENEFIT OF \$4.22 PER HOUR FOR THIS POSITION

This is a Federally contracted position, the chosen applicant will receive an additional \$4.22 per hour in benefits and/or hourly cash equivalent.

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: Associates Degree in Social Services or similar field with a minimum of one year experience working with individuals with chronic medical, mental health, substance abuse problems, and/or homelessness, and be able to assess and anticipate. 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). Electronic Health Record experience preferred. Possess and maintain valid CPR/First Aid

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.

certification. Valid Arizona driver's license, proof of auto insurance and reliable transportation. Bilingual, Bicultural and/or Veteran a plus.