



Southern Arizona's Premier Social Service Agency

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

Case Manager II

Regional Municipal Veteran Housing

Provide screening, referrals, advocacy, and supportive services to Veterans participating in Vet Court.

Employee Benefits

Competitive Salary , Employer Matching 401 (k) plan (after 1 year), Employer Paid Training, Paid Time Off (PTO) based on hours worked

Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.

Case Manager II Duties and Responsibilities:

1. Attend Veterans Court bi-monthly to establish contact with veterans seeking services, perform initial Veteran screening to determine appropriate placement for services and provide program information.
2. Responsible for all GPRA information for reporting purposes.
3. Respond to client requests for assistance by assessing services needed and providing direct intervention, information, and referral services as appropriate.
4. Coordinate with internal and external staff and programs so that opportunities for participants can be maximized.
5. Follow up with clients to ensure they are aware of court dates and times.
6. Maintain close professional relationships and liaisons with community partners including legal and VA partners.
7. Maintain files and records of individuals served, services provided, screenings and other records as assigned.
8. Maintain working relationships with legal and VA officials.
9. Follow-up on referrals to assess outcomes and provide additional services as required.
10. Attend staff meetings, trainings and supervisions as required.
11. Use appropriate technology tools to accomplish job functions.
12. Perform other tasks as assigned.

Case Manager II Qualifications: 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. Must be able to clear a background check to work in the Pima County Jail. Knowledge of the legal system and the VA system. 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 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. 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). Experience maintaining client records in Electronic Health Record. 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
Part Time

Pay Rate
\$16.88 - \$21.10

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.