



Southern Arizona's Premier Social Service Agency

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

Case Manager I

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.

Following the Housing First Model, the Case Manager assists the most vulnerable homeless individuals with obtaining permanent housing and works with clients in their home, providing them with support as they address addictions, mental illness, and unemployment.

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. Ensure a recovery plan is completed with each new client. Follow up with weekly recovery plan reviews to assist and support client in reaching identified goals. Ensure that recovery plans are updated to reflect changes in goals and to reflect progress.
2. Maintain all resident files in a confidential manner and in compliance with HUD and HIPAA standards.
3. Interview clients to define level of need: personal and family reunification, finances, employment, food, clothing, housing, and substance abuse issues to determine nature and degree of problem. Work closely with program therapists.
4. Refer clients to mainstream services and other service organizations as needed.
5. Review progress toward goals with client concerning substance abuse.
6. Monitor residents' compliance with program guidelines and provide appropriate verbal and written warnings to those residents who are out of compliance.
7. Attend OPCS weekly staff meeting, trainings and meet with Supervisory staff as required.
8. Other tasks as assigned.

Qualifications:

High School diploma or General Education Equivalent (GED) and 3 years full-time related experience. 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. 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. Must 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
\$17.34 - \$21.18

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.

