



## Southern Arizona's Premier Social Service Agency

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

### Case Manager II

#### Supportive Housing Pima County Housing First

#### “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, work 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. Develop Case Plan in conjunction with each new client. Review progress toward goals with client during every interaction and update goals as needed.
2. 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.
3. Transport clients in company vehicle as required.
4. Use personal transportation to do home visits and other tasks that benefit clients.
5. Utilize Outlook calendar to schedule appointment and manage schedule.
6. Obtain and maintain client engagement standards for program and position to ensure each client receives adequate services to meet their needs.
7. Meet with clients in office setting as well as out in the community and client's private residences.
8. Assist client with completing paperwork and other identified areas of life skills improvement.
9. Enter progress notes on each client interaction accurately and by the end of each day per policy and state law.
10. Maintain all resident files in a confidential manner and in compliance with HUD and HIPAA standards.
11. Refer clients to mainstream services and other service organizations as needed.
12. Attend Old Pueblo Community Services weekly staff meetings and meet with Supervisory staff as required.
13. Work closely with OPCS team, collaborators, and other members of individuals support team, including Home Health Care agencies, parole, and probation offices.
14. Write letters to court and other agencies for individuals, as needed.
15. Other tasks as assigned.

Job Status  
Full Time

Pay Rate  
\$18.88 - \$23.10

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. 5<sup>th</sup> St.  
Tucson, AZ 85711

Email Resume/Application to:  
**hr@helptucson.org**



Employment References, drug screen and background check is conducted pre-employment.

**Qualifications:**

Masters or Bachelor's degree in a field related and no related experience OR; Associates' degree in a related field and 6 months related experience OR; Certified Peer Support Specialist and 1-year year related experience OR; High School diploma or General Education Equivalent (GED) and 2 years 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, Trauma Informed Care, and work through and Equitable lens. 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). Experience maintaining client records in Electronic Health Record. Must be able to drive for OPCS, experience working with housing navigation in the Behavioral Health field preferred, must qualify for Case Manager II status, would like some experience with Section 8 or housing programs, must be flexible and adapt to rapid changes, be able to assess situations and determine what is most important, great time management skills, strong desire to see client's succeed while able to honor a client's voice and choice. 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.