



## ***Southern Arizona's Premier Social Service Agency***

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

### **Case Aide**

#### ***Low Barrier Bridge Housing***

Responsible for providing support to case managers and properties in Low Barrier Bridge Housing. The position requires flexibility, time management and ability to work with multiple teams and multiple OPCS sites with varying program requirements to serve clients and support the agency's mission of Housing First and Harm Reduction.

#### **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. Provide clerical support to OPCS staff as needed.
2. Perform administrative tasks in CT|One such as auditing of client files, scanning documents, completing bed-checks and completing medication logs.
3. Update and monitor OPCS medication, fire and safety, sign in/out, and inventory logs.
4. Maintains client records and information in a confidential manner and in compliance with HUD and HIPAA standards.
5. Document all client interactions in CT|One using DAP note format.
6. Assist in maintaining and tracking client entry and exit records in HMIS ensuring that all data elements are complete.
7. Perform unit inspections following OPCS Housing Quality Standards policy as needed.
8. Assist with purchasing, picking-up, and delivery of food to residents as needed.
9. Assist with orientation and intake of new clients.
10. Pick up mail and/or supplies from OPCS' main office and distribute to clients and staff as needed.
11. Be observant of property and report general maintenance needs.
12. Report general observation of clients' well-being to staff.
13. Once trained, use Motivational Interviewing (MI) with interaction with clients.
14. Once trained and competent facilitate and document life skills groups as needed.
15. Provision of individual case management and life skills services under the direction of case manager and supervision of direct supervisor.
16. Complete other duties and activities as directed.

**Qualifications** High school diploma or equivalent; prior experience working in social services is preferred. Prior experience in using electronic health records and Homeless Management Information Systems (HMIS) platforms a plus. Ability and willingness to learn OPCS' electronic health record, CT|One, and Homeless Management Information Systems (HMIS) platforms. Ability to work with clients that may have mental health conditions, past/current substance use, and/or co-occurring concerns. Willingness to learn and practice evidence-based practices, such as Motivational Interviewing, Housing First, Harm Reduction, and Trauma Informed Care. Possess and maintain valid CPR/First Aid

Job Status  
Full Time

Pay Rate  
\$15.46 - \$18.15

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](mailto:hr@helptucson.org)



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

Certification. Have a valid Arizona driver's license, insurance, and reliable transportation. Ability to work patiently with clients and staff and be motivated to help people in challenging situations. Proficiency with Microsoft Office programs along with a working knowledge of computers. Strong written and verbal communication skills. Experience working in racially, ethnically, and socio economically diverse urban communities. Ability to adhere to all HIPAA guidelines and maintain client confidentiality at all times. Veteran/Spanish speaking/writing a plus.