



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

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

## Case Manager

Substance Use Disorder Treatment Program  
Monday – Friday 8:00am – 5:00pm

Responsible for the coordination and assessment of needs of treatment services for Veterans, participating in Substance Abuse Treatment.

### **FRINGE BENEFIT OF \$4.41 PER HOUR FOR THIS POSITION**

This is a Federally contracted position; the chosen applicant will receive an additional \$4.41 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**

### Duties and Responsibilities:

1. Complete Intake process, Behavioral Health Assessment, and develop case plan in conjunction with each new client. Follow up with weekly case plan reviews to assist client in reaching identified goals.
2. Maintain all resident files in a confidential manner and in compliance with HUD and HIPAA standards.
3. Interview clients to define level of needs: 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 meetings, trainings and meet with Supervisory staff as required.
8. Work closely with parole and probation offices
9. Write letters to courts and other agencies for clients, as needed.
10. Other tasks as assigned.

### Qualifications:

Master's 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 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. 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,

Job Status  
Full Time

Pay Rate  
\$18.00 - \$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](mailto:hr@helptucson.org)



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

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.