



## Southern Arizona's Premier Social Service Agency

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

### Case Manager

Monday – Friday 8:00am – 5:00pm

*“Safety Sensitive Job”*

*A 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 position.*

Following the Housing First Model, support clients in getting into housing and sustaining housing while 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. Complete Intake, 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 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 Old Pueblo Community Services weekly staff meetings and meet with Supervisory staff as required.
8. Other tasks as assigned

### Qualifications:

Masters or Bachelor's degree in a related field 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. 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

### Job Status

Full Time

### Pay Rate

\$18.88 - \$23.10 - \$27.32

### Pay Comments

Salary based on experience.

**In accordance with pay transparency, the salary reflected in this posting is the full salary range for this position. Individual placement within the range is based on the candidate's current experience, education, skills, and abilities related to the position. Salary placement is typically between the minimum and mid-point of the salary range**

***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  
2323 S. Park Ave  
Tucson, AZ 85713

Email Resume/Application to:

[hr@helptucson.org](mailto:hr@helptucson.org)



maintaining client records in Electronic Health Record. 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

Employment References and background check are conducted pre-employment.