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

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

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| **Case Manager – Star Safe Outdoor Space**  Monday – Friday 8:00am – 5:00pm  Responsible for the engagement, assessment, support, and coordination of care for individuals and family who have experienced chronic homelessness. The Case Manager position is expected to serve clients in the community experiencing homelessness. This position requires flexibility, time management and the ability to 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. Complete Intake process with new OPCS clients. 2. Maintain all resident files in a confidential manner and in compliance with HUD and HIPAA standards. 3. Provide individual life skills and address any substance use, stress and wellness, prevention, and activities of daily living. 4. Interview clients to define level of need: personal and family reunification, finances, employment, food, clothing, housing, medical, mental health, legal and substance abuse issues to determine nature and degree of problem. 5. Provide treatment and services that promote client dignity, individuality, strengths, privacy, and choice. 6. Ability to recognize and respect cultural differences while meeting the needs of OPCS’ unique and diverse client population. 7. Refer clients to mainstream services and other services organizations as needed. 8. Support clients in shelter with upholding program guidelines and provide appropriate guidance to those clients who may need additional support regarding program guidelines and harm reduction. 9. Attend OPCS weekly staff meetings and meet with supervisory staff as required. 10. Attend all required trainings. 11. Work closely with OPCS team, collaborators, and other members of individuals support team, including Home Health Care agencies. 12. Write letters to courts and other agencies for individuals, as needed. 13. Understanding and responding to multiple programs needs with regard to case management expectations, documentation and housing goals. 14. Ability to work with multiple teams, grants and client needs in a timely manner. This includes flexibility with work schedule and work sites. 15. 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 and trauma. Willingness to learn and practice evidence-based practices, such as Motivational Interviewing, Housing First, Harm Reduction, and Trauma Informed Care. Self-starter committed to a team approach, responsible, dependable, ability to set priorities, meet deadlines and work flexible hours. 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 Power Point). Experience maintaining client files 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. |  | |  | | --- | | **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.*** |  |  | | --- | | Old Pueblo Community Services  2323 S. Park Ave  Tucson, AZ 85713 |   http://bantheboxcampaign.org/wp-content/uploads/2013/01/ban-the-box.jpg  Employment References and  background check is conducted pre-employment. |