



Job Title: HDSC Case Manager

Status: Full-time

Schedule: M-F 8:30a-5:00p

Unit: THRIVE Residential / Homeless Programs

Location of Position: 240 North Avenue, Athens, GA

**HDSC Case Manager
THRIVE Residential & Homeless Support Service Programs**

Position summary: Under general supervision, provides a broad range of paraprofessional social services and case management duties to individuals and families receiving services at the Homeless Day Service Center. Conducts program intakes, participates in treatment team planning, and performs crisis intervention. Assists in dealing with personal and social problems. May provide supportive counseling to consumers and families and/or serve as a liaison for social services.

Job Responsibilities & Performance Standards:

- Assists clients in locating and utilizing community resources including legal, medical, financial assistance, and other referral services
- Provides initial intake and assessment for new clients to determine eligibility for available housing financial assistance funds
- Ongoing review of client progress and service note updates to document client progress toward stability
- Counsels clients within the community or clinic setting and provide skill building services to assist with financial and social skills
- Implements and organizes the delivery of specific social services within the community
- Implements life skills workshops and programs in behavior management, community integration, and social services
- Maintains contact with other social service agencies and health care providers involved with clients to provide information and obtain feedback on client's overall progress
- Coordinates entry of data into HMIS system to maintain compliance with data requirements in ESG funded program.
- Maintains program statistics for purposes of evaluation and research
- Monitors and documents progress towards treatment goals within HMIS and Health Record System as appropriate
- Prepares intake reports and case history records
- Provides crisis intervention to clients with emergency situations and service linkage to appropriate emergency services

Sample Technical Competencies:

- Ability to coordinate and organize the delivery services.
- Ability to interview consumers and/or families using established techniques.
- Ability to develop client service plan to habilitate and rehabilitate client and assist client in attaining social, educational and vocational goals.
- Ability to assist with individual counseling sessions.
- Ability to develop, implement and facilitate workshops.

- Ability to assess what training is needed.

Minimum Qualifications: Bachelor's degree in a social services related field from an Accredited college or university OR High school diploma or GED AND Two years of experience in social services related Position OR One year of experience at the lower level Social Svcs Tech 1 (SST010) or position equivalent.

Preferred Qualifications: Experience working as an interpreter in a health care or social services setting. *or* skill in using word processing software for composing letters, memos, etc. *or* knowledge of community resources appropriate to the ethnic background of the population served. *or* knowledge of the ethnic culture, beliefs, customs and health practices common to the ethnic population served.

Certificates, Licenses, Registrations: None

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

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