



<b>Job Title:</b> Social Services Tech 2/Case Manager		<b>Unit:</b> Homeless Day Service Center	
<b>Status:</b> Full-time		<b>Location of Position:</b> Clarke	
<b>Posting Date:</b> September 11, 2019	<b>Application Deadline Date:</b> Until filled	<b>Job Code:</b> SST011	

### **Social Services Tech 2/Case Manager**

#### **Position Summary**

Provides a broad range of paraprofessional social services to patients/clients and their families. Conducts patient/client/consumer 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. Performs case management duties.

#### **Duties and Responsibilities**

- Assists clients in locating and utilizing community resources including legal, medical, financial assistance, and other referral services
- Meets in various settings with homeless clients
- Completes and maintains documentation for case management and grant compliance
- Submits requests for referrals, purchase orders for payments and grant reports as scheduled
- Actively collaborates with community partners, in Continuum of Care meetings, for referrals, proof of homelessness and continuity of care
- Meets and builds relationships with landlords, advocates for clients in their housing search, assists clients in resolving housing issues
- Meets with clients/clients' families to address issues and work on skills as listed in treatment plan goals. Could be in the form of home or school visits or community outings
- Keeps documentation of face to face sessions and collaborative sessions with each client and/or service provider.
- Transports, or makes arrangements for transportation of, clients to appointments in a timely manner
- Contacts clients/client guardians in order to gain updates on clients' progress or lack of progress.
- Contacts other health care professionals within or outside the organization to obtain consumer background information in accordance with established guidelines.
- Collaborates with service providers in addressing concerns and treatment planning changes or additions.
- Complies with regulations on confidentiality of client information as specified by established policy.
- Completes client/consumer intakes based on interviews with clients, their families, significant others and appropriate community agencies.
- Develops and effectively maintains a network of appropriate community contacts.
- Provides appropriate information and/or input in meetings pertaining to case management and case collaboration.
- Provides social and psychological support to clients and their families through listening and discussing problems and progress as necessary.
- Provides short-term case management and referral services to clients with emergency situations
- Other duties as assigned by Program Manager.

**Minimum Qualifications:** High school diploma or GED AND two years of experience in a social services related position Or Bachelor's degree in a social services related field Or One year at the lower level or position equivalent.

**Preferred Qualifications:** A Bachelor's degree in Social services or related field plus Two years related work experience AND

- Experience providing services to individuals and families facing homelessness
- Familiar with HUD/DCA programs such as Rapid Rehousing and Prevention
- Experience with various types of documentation, including, but not limited to, electronic databases (CareLogic, Client Track {GA HMIS}) and paper filing

**Certifications, Licenses, Registrations:** Valid GA Driver's License

**TO APPLY**

Applications must be received by the deadline date to be considered. Apply for the available position by submitting your resume to [jcox@advantagebhs.org](mailto:jcox@advantagebhs.org). Once your resume is considered, you will be asked to complete the State Application.

Advantage Behavioral Health Systems  
Human Resource Recruiter  
250 North Avenue, Athens, Georgia 30601

*Applicants are subject to criminal records, drug screening, employment, and/or background checks.*

**(Internal) This announcement is ONLY open to employees of Advantage Behavioral Health Systems**

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