



Job Title: HDSC Case Manager

Status: Full-time

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

Unit: THRIVE Residential / Homeless Programs

Location of Position: 170 N. Milledge Avenue
Athens, GA

**Stay HOME Hotel Program 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 and Stay Home safe hotel program. 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
- Assists the client with housing search and placement into supported housing programs offered through Advantage or other community partners
- Ongoing review of client progress and service note updates to document client progress toward stability
- Counsels clients within a 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
- Provides and coordinates case management activities for Stay Home safe hotel program participants
- Manages distribution of food and supplies to Stay Home program participants
- Maintains communications with hotel ownership and staff and other program partners
- 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
- Other duties as assigned

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 work within a team environment and communicate effectively with other team members for the purpose of service coordination and referral
- 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. *or* experience working with individuals experiencing homelessness and/or individuals seeking recovery from substance abuse or mental health disorders.

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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