

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is one of the largest social services agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 400 dedicated employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Care Manager

Department: Mental Health Services

Reports to: Children's Blended Case Management Coordinator

Hours: Full-Time

Responsibilities:

- Link mentally disabled clients to broad range of services essential to successfully living in a community setting.
- Support social, educational, medical, mental health, and psychiatric medication compliance.
- Ensure proper documentation, timely assessments, reassessments, case management plans, and progress notes.
- Provide crisis intervention.
- Provide treatment planning and contracting.
- Develop an inventory of resources for clients.
- Advocate for additional resources or for access to resources, as necessary.
- Monitor progress towards the clients' overall rehabilitation goals.
- Identify problems that prevent clients from accessing or attending needed services and develop strategies for solving these problems.
- Determine the need for auxiliary services, i.e. financial benefits, legal, housing, educational, etc.
- Develop service plans in collaboration with the client and caregiver.
- Attend provider meetings.
- Additional duties as assigned by supervisor.

Qualifications:

- Bachelor's Degree in Social Work, Psychology, Nursing, or related field. Master's Degree preferred.

- At minimum four years of experience in providing direct services to mentally disabled clients.
- Demonstrated experience in linking mentally disabled clients to a broad range of services essential to successfully living in a community.
- Bilingual (English/Spanish) required.
- Excellent computer skills.
- Strong computer skills essential, especially in Microsoft Excel and Word.
- Excellent written and verbal communication skills, interpersonal skills, and organizational skills essential.
- Ability to work independently and meet deadlines.

To Apply:

Please send Cover Letter, Resume, References, and Salary Requirements to:

jobs@unionsettlement.org

Please indicate Care Manager in subject of e-mail.

Resumes without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER