



## **EMPLOYMENT OPPORTUNITY**

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Supportive Case Manager  
**Department:** Mental Health Services  
**Reports to:** Children's Blended Case Management Coordinator  
**Hours:** Full-Time

### **Responsibilities:**

- Link children and youth with mental health challenges to a 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, case management plans, and progress notes.
- Provide crisis intervention as needed.
- Provide referrals to services in the community and assist clients and families in overcoming obstacles to utilizing services.
- Advocate for additional resources or for access to resources, as necessary.
- Monitor progress towards the clients' overall goals.
- Develop service plans in collaboration with the client and caregiver.
- Attend provider meetings.
- Additional duties as assigned by supervisor.

### **Qualifications:**

- Two years of experience in providing direct social services to clients with mental health challenges. The following may be substituted for this requirement: One year of case management experience and an Associate's Degree in the health or human services field; one year of case management experience and an additional year of experience in other activities with the target population; a Bachelor's or Master's Degree which includes a practice encompassing a substantial number of activities with the target population. Individual must meet the regulatory requirements for case manager of the State Department within New York State.
- Bilingual (English/Spanish) preferred
- Strong computer skills essential, especially in Microsoft Excel and Word.

- Excellent written and verbal communication skills, interpersonal skills, and organizational skills essential.

**To Apply:**

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

[hr@unionsettlement.org](mailto:hr@unionsettlement.org)

Please indicate Supportive Case Manager in subject of e-mail.

Resumes without salary requirements will not be considered.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**