

Hudson River Housing, Inc.
Position Description

Position: River Haven Care Manager

FLSA Category (Check one): Exempt Non- Exempt

Primary Site Assigned to: River Haven Shelter

Immediate Supervisor: Shelter Manager

River Haven Care Manager

The River Haven Care Manager is responsible for providing crisis intervention, counseling, advocacy, and case management services for the Program's target client population.

Reports to the Shelter Manager.

Major Duties

1. Provides crisis intervention services and screens youth for the emergency shelter, providing appropriate referrals to other community agencies as needed.
2. Conducts and documents intake interviews with new clients admitted to the shelter or served on a non-residential basis.
3. Orients new residents as they enter the shelter and supervises residents in accordance with Program rules, responsibilities, and established procedures.
4. Conducts life skills lessons and enrichment activities with residents on a weekly basis.
5. Develops and implements comprehensive case plans that address the service needs of each assigned client.
6. Establishes contact with client's parents/guardians, providing family counseling as warranted.
7. Completes required aftercare protocol, involving regular contact with past residents and/or their parent/guardian.
8. Networks with other youth serving agencies through referrals, case planning meetings, participation on committees and the like, to ensure that client case plans are coordinated and quality services are provided.
9. Originates, maintains and oversees confidential client files that contain required documentation.
10. Communicates appropriate information to other staff/volunteers through log entries, shift change over briefings, and staff meetings.

11. Participates in trainings and staff meetings, supervision of volunteers/ interns, speaking engagements and outreach activities, preparation of reports, fundraising efforts, planning activities and other related duties as requested.
12. Will participate in emergency coverage, as needed.

Education, Training, and Experience

Bachelor's Degree in counseling or related field with 2 year experience working with adolescents in a counseling capacity or High School Diploma and 5 years experience working with adolescents in a counseling capacity. Must have basic writing skills and a valid NYS driver's license.

Hudson River Housing is dedicated to maintaining a work environment that is free from harassment and discrimination on the basis of age, race, creed, color, national origin (including ancestry), religion, gender or sex, gender identity or expression, sexual orientation, pregnancy (including childbirth and related medical conditions), alienage or citizenship status (unless required by law), disability, reproductive health decision making (including, but not limited to, the decision to use or access a particular drug, device, or medical service), marital status, partnership status, caregiver status, domestic violence victim status, familial status, military status, unemployment status, genetic information (including genetic characteristics), or any other protected status under federal, state, or local laws. Hudson River Housing is dedicated to the fulfillment of this policy with respect to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, compensation, termination, and all other terms, conditions, and privileges of employment.