

Hudson River Housing, Inc **Position Description**

Position: LMSW/LMHC Care Manager

FLSA Category (Check one): Exempt Non- Exempt

Primary Site Assigned to: Fallkill Commons on Rose

Immediate Supervisor: Resident Services Manager/ Dir. Of Resident Services

General Description: This position is site based. The Care Manager's role is to provide services to individuals who have been homeless and living with a mental illness. The goal of the Care Manager will be to help the residents successfully remain in permanent housing.

Principal Duties: (Independent of position site)

1. Maintain a caseload of 20 residents, visiting with each resident weekly until transitioning to once a month.
2. Facilitation of group meetings and other assigned groups. Maintain a record of group participation.
3. Maintain case records, documenting all client contacts and meeting deadlines for required paperwork. Work with the resident on developing a personalized service plan
4. Provide advocacy for residents and act as liaison with community service providers
5. Responsible for crisis intervention when required
6. Participates in care coordination and other inter-disciplinary team meetings
7. Conduct intakes, identifying mental health, chemical dependency and social service needs. Assist residents with applying for Social Security Supplemental Income/Disability Insurance, Public Assistance, Medicaid, and Food Stamps, including the recertification process.
8. Advocate and assist clients in maintaining entitlements and housing.
9. Assisting the person in becoming part of the community through supports, services and recreational opportunities. To help the resident discover new and/or meaningful, community experiences that enrich his/her life.
10. Adhere to HIPAA, confidentiality, and other privacy standards
11. Share on call rotation with Resident Service Manager
12. Comply with regulations set by employer, as well as NYS OMH
13. Attend and participate in ongoing staff development trainings.

14. Provide in-service training to residential staff members regarding but not limited to different mental health diagnoses and signs and symptoms and de-escalation techniques crisis intervention techniques..
15. A clean, valid NYS driver's license that will meet and maintain a satisfactory driving record consistent with agency and insurance standards.

Qualifications:

Education: Master's Degree in related field (Licensed preferred)

Experience: Care Management, Mental health and Group Facilitator

Professional Licensing/Certification: Current licensure as LMSW or LMHC by the New York State Department of Education OR test ready for LMHC/LMSW license

Valid NYS Driver's License Required

Other: Computer Skills, Organizational and Time Management skills, Communication and relationship-building skills.

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.