JOB DESCRIPTION

CASE MANAGER

Primary Functions

Under the supervision of Director of Services, the case manager has responsibility for the clinical services of the program and is expected to provide clients with supportive social services designed to overcome financial, personal, health, employment and other functional problems. In addition, the case manager will assist clients in their transition from emergency housing through the transitional housing program into permanent housing. Case manager will be assigned to programs on the basis of skills and openings.

Responsibilities

- Develop response/care plans with Clinical Supervisor from Crisis Stabilization
- Attend weekly meetings with Resident Managers and Clinical Supervisor (typically Thurs. 3p-4p)
- Attend weekly meetings with Resident Managers and Residents (typical Thurs. after staffing)
- Report weekly Per Diem numbers to JMHC portal by Tuesday mornings.
- Review R & S Statements from the county
- Submit quarterly reports to the county and MH Variables worksheet
- Enter in staff time every other Monday of payroll week
- Approve/not approve time off requests
- Track staff’s yearly training hours/credits.
- Supervise cook and fill-in staff positions
- Conduct monthly inspections
- Conduct monthly meetings with residents
- Conduct annual reviews for Resident Managers
- Attend monthly Crisis Stabilization meetings at: Good Will, 1302 Mendota St, Madison, WI
- Enter in case notes and other services in WISP regarding the residents
- Interview potential new Northport residents
- Complete all paperwork necessary for new residents
- Communicate weekly/monthly with outside case management teams regarding their residents
- Grocery shop weekly
- Plan group activities quarterly (at CM discretion and environment of group home)
- Maintain proper CBRF licensing and regulations.
**Qualifications**
1. Education and skill level in keeping with specific assignment: BSW, MSW, CADC, and/or any other degree in a related field.
2. Excellent crisis management skills and ability to relate productively with difficult clients.
3. Excellent organizing and writing skills.
4. Knowledge of, or ability to quickly learn, local human services resources.
5. Minimum of one year experience working with low income/homeless population.
6. Ability to work in a team.
7. High ethical standards and respect for the disadvantaged.
8. Training/experience in conflict resolution.
9. Ability to supply own transportation with own insurance.

**Position Specific Job Duties (To be completed by the appropriate supervisor)**

*Provide case management services to clients who live at 902 Northport, Hamilton, Warnerview, Mifflin and McKenna. Supervises the daily operation of the CBRF including supervising 2 resident managers and cook.*

______________________________  ______________________
Employee Signature  Date

______________________________  ______________________
Employer Signature  Date