

**Job Title: Case Manager****Reports To: Clinical Supervisor/Executive Director****Compensation: Full -Time: Hourly Rate \$20.25**

- Paid Time Off – 6 weeks Annually
- Mileage Reimbursement
- Health, Dental, Vision Insurance
- Company Paid Life, STD, & LTD
- 401k with Match

**SOAR Case Management Services Inc. (SOAR)**, is seeking an experienced, responsive, trauma informed full-time **Case Manager** to join our team. We offer a casual, collaborative, dog friendly work environment in Madison, WI. This is an in-person position at our Madison office with working hours of 8:00 am to 5:00 pm, Monday thru Friday with some on-call evenings/weekends. Provide direct case management support to persons served (typical range from 15 to 20 persons served).

**Essential Job Responsibilities:**

- Develop and foster one-on-one relationships with persons served to support them in developing new skills and abilities.
- Assist persons served with working towards identified goals and increase their independence and improve quality of life.
- Coordinate client care with community supports (i.e. PCP's, home providers, pharmacies, local hospitals).
- Develop and maintain relationships with community providers (i.e., Chrysalis, JMHC, ERI, therapists, etc) to best support persons served.
- Assist with weekday medication observation for persons served.
- Complete and manage client intakes, assessments, treatment plans, and Chapter 35 treatment plans.
- Complete all corresponding CCS, TCM Assessments, and treatment plans as required per person served.
- Accurately complete all necessary daily documentation.
- Accurately and in a timely manner complete all Chapter 51 documentation as needed.

**Qualifications:**

- Bachelor's Degree in Psychology or Human Services is required.
- A Master's Degree in Psychology or Human Services is preferred.
- Substance Abuse Counselor License is preferred.
- At least 3 years relevant work experience in the mental health field is preferred.
- Demonstrated ability to provide client care in a social service setting is required.

- Demonstrated ability to communicate effectively (both orally and in writing).
- Demonstrated ability to work in a multidisciplinary team with a positive attitude.
- Must be able to provide documentation with degree confer date and transcript at time of hire.
- Must possess a valid driver's license, insurance to meet state requirements, and access to a vehicle to use for work related purposes.
- Must be able to successfully pass a caregiver background check and DMV check at hire and annually thereafter in accordance with the state and local DHS requirements.

Please share your resume with us at [andym@soarcms.org](mailto:andym@soarcms.org), we look forward to hearing from you!

SOAR Case Management Services is an Equal Opportunity and Service Provider. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.