



COMMUNITY PARTNERS IN ACTION JOB POSTING

JOB TITLE: CASE MANAGER-HAIC
LOCATION: HARTFORD, CT
HOURS: Hours are 8:30am – 4:00pm three day a week and two 12:30 – 8:00 shifts per week. Late shifts based on program and staff needs.

POSITION REQUIREMENTS:

Bachelor's degree plus two (2) years experience in social services field. Bi-lingual (English/Spanish) skills preferred. Equivalent work experience will be considered in lieu of education. Experience in conducting assessments, and delivering case management services in a residential setting preferred. Knowledge of criminal justice and court systems and the ability to interact with people of diverse backgrounds. Must have strong written, oral, and interpersonal skills. Must be computer literate. Must have valid driver's license.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Conducts client orientation and assessment (LSI-R and ASUS) using motivational enhancement strategies
- Deliver Case Management services to Transitional House (TH) residential clients,
- Monitors with referral source (TH) clients access to the community
- Coordinate residential clients transition back in to the community
- Prepares individual service plans based on assessment outputs
- Delivers case presentations
- Provides recommendations for the coordination and sequencing of program services
- Recognizes and addresses ambivalence and resistance and helps clients maintain motivation to change
- Coordinates and follows up on referrals to community based services, as necessary and appropriate
- Inputs client data into the Contractor Data Collection System (CDCS) and maintains, updates, and utilizes the data as directed
- Monitors client behaviors and implements program behavior management system on a consistent basis
- Serves as a role model to clients and staff modeling pro-social behaviors
- Prepares progress and discharge reports that are accurate and timely
- Remains current on research and literature reviews with “what works” in changing offender behavior and recidivism reduction
- Solicits client satisfaction feedback
- Attends and participates in all trainings and booster sessions related to position
- Participates in quality assurance review of client sessions and assessment
- Recognizes client anti-social thinking, feeling, and acting and demonstrates and reinforces concrete alternatives
- Establishes and maintains appropriate boundaries with clients and significant others
- Develops service delivery plans for clients and incorporates all special needs
- Establishes and maintains one-on-one relationship with designated clients
- Completes necessary case documentation on each client in a timely manner
- Supervises urine collection as required
- Participates in related seminars, panels and workshops to enhance visibility of agency and program

REPORTS TO: Supervising Case Manager

INTERCHANGEABILITY:

Perform duties of other staff as required.

Apply by fax: (860) 566-8089

E-mail: jobs@cpa-ct.org (MS Word documents only)

ONLY CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED

*****All internal candidates must submit an Internal Job Application signed by their Program Manager*****