

Mental Health Association in Orange County, Inc.



INVISIBLE CHILDREN'S PROJECT SENIOR CASE MANAGER JOB POSTING

- I. Title:** Invisible Children's Project (ICP)
Senior Case Manager
- II. Reports to:** ICP / Housing Manager
- III. Job Objectives:**
- Under the direction of the ICP / Housing Manager – provides case management and residential services to families enrolled in the Invisible Children's Project.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and Welcome Orange.
- IV. Qualifications:**
- High School Diploma with three (3) years' experience working in the human services field
OR
 - Associates Degree with two (2) years' experience working in the human services field.
 - Ability to work independently with minimal direct supervision.
 - Effective written and oral communication skills.
 - Must be organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
 - Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
 - Valid NYS Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
 - Must be clear and maintain an acceptable record under the Office of Mental Health (OMH) mandated criminal background check process.
- V. Responsibilities:**

- Provide Case Manager training in Supportive Housing intakes /assessments, chart management, HUD documentation and file requirements; Field Work standards and monthly reporting; as well as internal program auditing and statistics elements.
- Identify and provide case management services for families enrolled in program.
- Schedule and complete intakes for the program.
- Establish and maintain linkage with landlords, service providers and appropriate community agencies.
- Conduct monthly housing inspections/visits and annual apartment inspections with clients.
- Coordinate and schedule monthly ICP recreational group.
- Coordinate and schedule respite and consultant services.
- Complete required monthly statistics and program reports.
- Collect and enter monthly Scorecard statistics.
- Compile Monthly Rent Chart data for managerial review.
- Manage program caseload distribution.
- Provide transportation to families as needed for appointments, recreational group and activities.
- Assist with Supported Housing Program duties as needed.
- Assume necessary job responsibilities of other Hudson House staff as needed.
- Represent MHA at meetings.

VI. *Other Duties:*

- Participate in MHA's committees as needed.
- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

VI. *Terms of employment/benefits:*

- Non-Exempt.
- Forty (40) hours per week.
- Paid holidays, vacation, personal and sick leave according to MHA policy.

Please send letter of intent and resume to:

**Mental Health Association in Orange Co. Inc.
73 James P. Kelly Way
Middletown, NY 10940
or fax to (845) 343-9665
or email to mharecruiting@mhaorangeny.com**