



Exempt
January 5, 2017

JOB ANNOUNCEMENT

Position: Case Manager- Weingart Enhanced Services Program

Reports to: Program Director

Salary Range: Starting salary based on experience and qualifications.
(100% time – 40 hours per week)

Position Purpose:

Under supervision of the Senior Social Worker, the Case Manager provides comprehensive case management services to the clients at the Weingart Transitional Housing Program as a member of the behavioral health and intensive case management team.

Principal Responsibilities:

- 1. Performs job functions as prescribed by established policies and procedures within defined scope of education, training and responsibilities**
 - 1.1 Collects data to facilitate the completion of a comprehensive initial and ongoing assessment of client needs in the areas of functional status, housing, educational status, social/recreational, family, and other special needs
 - 1.2 Works with clients to develop individual care plans (ICP) with measurable goals pertaining to all areas identified by the assessment process, including financial/medical insurance benefits, housing, medical, social service, life skills, behavioral health, social/recreational, family, and other special needs
 - 1.3 Arranges for access to identification needed for housing readiness
 - 1.4. Updates the ICP at weekly client meetings and reports progress at the weekly team case conferences,
 - 1.4 Acts as a client advocate to identify resources and provide referrals that will help the client meet the goals of the ICP.
 - 1.5 Provides clients with appropriate referrals for all identified needs
 - 1.6 Arranges secure transportation and accompanies patients to appointments as needed for SSA, housing sites, or related social services
 - 1.7 Coordinates with Department of Health Services (DHS) Homes for Health and Housing case managers to ensure an effective transition to permanent/supportive housing
 - 1.8 Coordinates with treatment team to plan and implement a comprehensive community transition process
 - 1.9 Teaches skills and helps to prepare clients for maintaining permanent housing
- 2. Documents pertinent client information, following established policy and procedures**
 - 2.5 Documents accurately in the electronic medical record, including assessment, ICP, all referrals made, appointments scheduled, and client progress toward meeting their goals,
 - 2.6 Documents all data clearly and thoroughly– using name and title, date and time
 - 2.7 Follows all requirements to gain access and utilize the electronic medical record
- 3. Maintains confidentiality at all times.**



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4. **Responsibility and accountability for adherence to organizational and department standards and policy.**
5. **Participates in organizational programs/committees as assigned**
6. **Demonstrates Team Work and Interpersonal Skills**
7. **Responsibility and accountability for adherence to organizational and department standards and policy, including dress code.**

Requirements:

1. Bachelors degree in psychology, human services, social work, or related field
2. Two years experience in a health care setting providing case management or similar duties
3. Willing and able to work well with low income, homeless individuals
4. Bilingual English/Spanish a plus

To apply, please fax or email resume or list of qualifications including the job code number to:

JWCH Institute, Inc.
5650 Jillson St.
Commerce, CA 90040
Attn: Human Resources Department
Job Code: 506
Fax Number (323) 215-0170
E-Mail cespinoza@jwchinstitute.org

Closing date: Open until filled.
JWCH Institute, Inc, is an Equal Opportunity Employer (EOE).