Position Description

Position: CARE Manager – Part Time – 20 Hours per week

**Credentials and Experience**

This position requires a Master’s in a Social Service field, licensure is preferred. At least one year experience in working with children, adolescents, and adults is preferred. Vietnamese or Laotian speaking candidate is preferred. Candidate must be able to work with diverse populations with various socio-economic backgrounds. Basic computer skills are needed to write reports, letters, etc.

**Job Expectations**

1. Screen patients for needed services and link them to the appropriate services within the health care system, including behavioral and mental health care system, and provide follow up case management services.
2. Provide outreach to patients in the community settings by identifying and attending community events.
3. Provide health education and information to patients at local schools and community agencies as well as at the CARE Center and its satellite locations.
4. Coordinate appointments and care among providers for all services a patient may be receiving.
5. Identify barriers to a patient receiving services and working to overcome those barriers by locating and connecting them to community resources.
6. Carry a small caseload of clinical clients and provide individual therapy
7. Maintain updated clinical charts on all clients in accordance with clinical paperwork standards set by the organization and submit charts for Case Reviews and Chart Reviews.
8. Complete and submit all required clinical, statistical, and financial reports on time.
9. Utilize professional judgment concerning ethical issues and organization funding sources.
10. Maintain a professional demeanor with regards to dependability, punctuality and attendance, personal appearance, maintenance of work area, and rapport with clients, organization staff, and other professionals.
11. Participate in training and conferences to enhance professional growth.
12. Perform other duties, as assigned by direct supervisor or Executive Director.

**Expected Results**

1. Demonstrate overall positive client outcomes.
2. Provide clinical services in accordance with applicable funding source requirements.
3. Meet all financial, statistical, and other reporting requirements of the organization and funding sources.
4. Demonstrate professional growth.
5. Help maintain a positive organization presence in the community.

Please forward cover letter and resume to Dawn Barras, LPC at dbarras@pcccf.org