The Case Manager, under the direct supervision of the Senior Case Manager, is responsible for providing comprehensive case management services for individual and family cases. The Case Manager coordinates the specific resources and services needed by the consumer as determined by screening and assessment. The Case Manager develops a care plan, and monitors and performs formal reassessments of the consumer.

**Responsibilities**

- Oversee the cases for 18-23 client households – individuals and families
- Completes all necessary program service forms, maintains updated progress notes, and updates psycho-socals.
- Compiles substance abuse resources and maintains contacts with various substance abuse programs.
- Conducts initial home visits at least once a week and monitors the physical and emotional condition of the consumer and observes the condition of the apartment.
- Makes service arrangements as indicated such as: referrals to medical providers, home care, mental health and substance abuse services, legal services, detox program, day treatment programs, therapy, independent living, and other social service agencies as needed.
- Maintains confidential records, logs, and charts for consumers.
- Liaison between consumer and Human Resources Administration (HRA).
- Types monthly reports and statistics on consumer activities and substance abuse involvement.
- Provides assistance in securing entitlements and advocating for services.
- Provides comprehensive follow-up on each assigned case.
- Presents typed updated consumer reports in weekly case conference.
- Shares emergency on call service, nights and weekends with other staff.
- Performs other duties as may be requested by the Senior Case Manager, Assistant to the Director for Social Services or Deputy Director for Supportive Housing.

**Qualifications**

- Associates’ Degree or higher in social work, human services or related fields.
- Prior experience working with homeless persons, persons with substance abuse or mental health histories.
- Must possess the ability to work independently and handle multiple tasks.

**If interested, please send resume and cover letter indicating salary requirements to:**

St. Nicks Alliance
Case Manager Search
2 Kingsland Ave,
Brooklyn, NY 11211

Email: shpjobs@stnicksalliance.org & jsosa@stnicksalliance.org

St. Nicks Alliance and its affiliates are Equal Opportunity Employers

St. Nicks Alliance is a 45+ year old not-for-profit community organization focusing primarily on neighborhoods in North Brooklyn. Its programs impact more than 17,000 residents annually in the areas of: Housing development and management; Tenant assistance; Workforce Development; Youth and Education; Senior Services and Healthcare