

NEW VISIONS INC.
JOB DESCRIPTION

Name of Employee: _____ S.S.#: _____

Position Title: Shelter Plus Care/CHIPP (Supported Living) Case Manager

Part-time _____ Full-time

Total hours per week: 40 Daily Shift: varied schedule to include evenings and weekends

I. Position Definition

The Shelter Plus Care Case Manager will assist homeless consumers in acquiring and maintaining housing of their choice, and assisting consumers in using existing community resources with the goal of integrating with the community.

II. Job Responsibilities

A. Consumer Interactions

1. Face to face contact with each consumer at least one time each week.
2. Assist consumer with development of ADL's as needed.
3. Weekly apartment check to ensure they are clean.
4. Supervise consumers in medication management and total mental health care.
5. Maintain a first hand, working knowledge of each consumer's financial and medical status.
6. Regularly review with the consumer, goals, progress on goals, and other areas for Development identified by the consumer.
7. Assist consumer with maintenance of apartment, housekeeping, and noise control.
8. Provide consumer with transportation for community integration when public or other transportation is not available.
9. Assist consumer with processing of entitlements, to include SSD, SSI, Public assistance, etc.
10. Immediately report unusual incidents to Residential Director.
11. Ascertain that each consumer has adequate identification and information regarding their right to vote.

B. Housing/ Community Resource Development

1. Develop familiarity of all community resources.
2. Develop and maintain an effective working relationship with allied agencies to ensure cooperation, coordination, and understanding.

C. Physical Site Safety

1. Train all consumers in health and safety procedures.

2. Provide consumers with on-site training of location of fire exits, and emergency phone numbers.
3. Check for any safety hazards and recommend corrections to New Visions Project Manager.

D. Administrative

1. Precisely document time sheets, identifying times spent in direct consumer contact/activities.
2. Be responsible for ensuring that supervisor is aware of daily schedule/routine and any variances that may take place.
3. Be an active participant in program and interdisciplinary teams.
4. Maintain consumer files that include preadmission data, progress notes, emergency information, assessments, and goal plans.
5. On-call for emergency/crisis intervention on a rotation schedule.
6. Meet with supervisor weekly.
7. Other duties as assigned.

III. Accountability

Reports directly to the Residential Director/Assistant Director.

IV. Qualifications

Bachelor's Degree in human services or related field, 1 year of experience in the mental health field and demonstrated knowledge of mental health, ability to work well with others and valid drivers license.

Skills: Good oral and written communications skills.
Self-motivation

Employee Signature

Date

Supervisor Signature

Date