

Job Title: Recuperative Care Case Manager

FLSA: Exempt (40 hours per week)

Department: Programs/Recuperative Care

EEO Job Classification: Professional

Reports to: Recuperative Care Coordinator

Last Revised: June 26, 2018

Position Summary:

The primary duty of the Recuperative Care Case Manager is to work with Recuperative Care clients when they are admitted to the inpatient medical recuperative portion of the program. The Recuperative Care Case Manager will provide ongoing assessment of the homeless client population and intensive case management, by providing referrals, advocacy, and assisting clients with accessing resources that will empower them to become more self-sufficient.

Duties, Functions, and Responsibilities:

- Utilizing clinical knowledge and skills to conduct assessments of clients to determine needs (eg. housing, education, treatment, etc.), personal needs, and barriers to accessing services
- Coordinate with RCP team to serve a caseload of 12 clients
- Develop and monitor individual service plans with each client to meet basic needs to help restore and enhance social, psychological, and bio-psychological functioning. Service plans will focus on establishing care providers and maintaining health stability as well as stability in income, self-care, and housing
- Provide support to clients in assessing appropriate services through communication with other community partners, service providers, and other relevant agency
- As appropriate, coordinate with mental health professionals in the determination of diagnosis and treatment of mental, emotional, and behavioral disorders
- Coordinate with other agency departments to ensure clients' access to shelter, programs, and resources when applicable, including but not limited to groups, financial assistance, and available donations
- Maintain complete and accurate records of all client contacts, additionally, manage case data by entering data in Homeless Management Information System (HMIS) Service Point web-based database in a timely manner
- Complete intake paperwork upon admission to nursing facility in a timely manner
- Assist clients in applications for SSI/SSDI through SOAR
- Transport and attend appointments with clients and regularly communicate with the client's primary care, specialty medical providers, and nursing facility medical staff
- Assist clients with completing applications for housing, financial assistance, and other immediate needs
- Partner with RCP team to facilitate placement of client in longer-term housing or shelter upon discharge from inpatient program
- Perform other duties as assigned

Minimum Qualifications:

- Bachelor degree in Social Work or related field
- Experience in medical case management
- Knowledge of local community resources
- Knowledge of psychological theory, methods, and ethics
- Knowledge of disorders and behavioral health interventions
- Knowledge of local community resources related to housing, financial benefits, medical, mental health and substance abuse treatments

- Strong ability to perform crisis assessment and intervention
- Strong computer skills
- Effective communication and organizational skills
- Reliable transportation
- Valid Texas Driver's license
- SOAR certification (can be acquired after hire date)

Preferred knowledge, skills, and abilities:

- Masters in Social Work or related field
- 3 years experience working with the homeless population or closely related special needs population
- LMSW
- Bilingual (Spanish and English)