



Brownsville Community Development Corporation
592 Rockaway Ave., N.Y. 11212-5539 718/345-5000 Fax 718/345-5794

JOB OPENING

Date of Posting	April 21, 2016
Position:	Social Service Case Manager
Service Area/Unit:	BMS @ ISIS/Social Services
Schedule (Days & Hours):	Full-time/Monday-Friday 8:30AM-4:30PM w/ 1 late evening
Primary Duties/Responsibilities:	<p>Consistently exercises discretion and judgment to analyze, interpret, make deductions and then decide what actions are necessary based on the varying facts and circumstances of each individual case. Works with supervisory assistance evaluating possible courses of conduct and making decisions where there is no opportunity to seek supervisory assistance. Maintains an active caseload providing interventions as needed and within area of expertise and limits of credentials; assures procurement of additional services as needed. Acquires and provides to the team the detailed information regarding an assigned client to establish the foundation for the Treatment Plan. Works with the client on a day-to-day basis using professional judgment and discretion to implement the team determined Treatment Plan. Assists in development, implementation and revision of individual treatment plans; assures that services provided are specified in the Treatment Plan and monitors progress toward treatment goals. Provides treatment adherence counseling to ensure readiness for and adherence to complex medication regimens. Refers and links patients to appropriate services within the system of care that promote positive health outcomes, treatment adherence, and greater self-sufficiency. Consults and cooperates with community systems to facilitate linkage, referral, crisis management, advocacy, and follow up with the focus on attaining treatment goals. Provides crisis management for clients; makes linkages for interventions as appropriate. Maintains client and program records in accordance with applicable standards and regulations, grant requirements, etc. Assists in accessing health insurance. Enrolls patients in the AIDS Drug Assistance Program (ADAP) and recertifies them annually. Provide all required documentation in a timely manner, which may include client follow-up, outcome evaluation, client contact sheets, and evaluations. Participate in regular staff meetings, staff training programs, supervisory sessions, and accept the responsibility for aiding the development of positive team relationships as requested.</p>

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Adhere to agency policy, procedures and the professional code of ethics. Other duties as assigned by supervisor.

Qualifications Required (Years of Experience, Education, or Special Training):

Bachelor's Degree in Social Work, or related field. Knowledge of community resources and counseling. Social Work practices with high risk population. Experience working with person in crisis. Good documentation skills. Excellent written and verbal communication skills, ability to motivate others towards achieving goals. Bilingual in Spanish, or Creole a plus.

Salary Range:

\$50,000 per annum

Contact Person/Phone:

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