
Job Title	Case Manager
PVN ID	HO-1708-002036
Category	Instruction and Social Service
Location	HOSTOS C. C.
Department	Con't Ed - Allied Health Career Pipeline
Status	Full Time
Annual Salary	\$45,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Apr 28, 2018 (Or Until Filled)

General Description

The US Department of Health and Human Services (HHS) awarded a Health Profession Opportunity Grant (HPOG) to the Division of Continuing Education and Workforce Development at Hostos Community College to enroll and train low-income individuals and Temporary Assistance for Needy Families (TANF) recipients.

The HPOG Allied Health Career Pipeline Program is seeking a Case Manager, MSW to assist students with the appropriate one on one consultation and social services/referrals to offsite services when appropriate. The case manager will ensure students receive the appropriate services, follow-up on the care of students and collect and compile data for reporting purposes. Meets with individual participants, designs and leads occasional workshops, etc. in areas of specialization. Researches and prepares reports, collects and analyzes data, creates forms, makes presentations, and keeps confidential records, coordinates with community programs and services, makes appropriate student referrals.

Other Duties

Other Duties:

- Meet with students weekly, or more frequently as needed, to review progress, identify obstacles, and ensure completion of the program and employment.
- Provide crisis intervention counseling
- Outreach to other staff as needed to support student success
- Support recruitment of new students into the program
- Ensure case notes, intake assessments and data is entered correctly and in a timely manner
- Create individualized plans with students to ensure successful completion of program and employment
- Provide referrals to social service agencies and other resources

- Co-facilitate specialty groups and life skills workshops
- Attend monthly case conference meetings
- Collaborate with others to develop special client service/informational activities, e.g. career days, health awareness, etc.
- Ensure a timely follow-up with students referred for services
- Develop positive working relationships and regular communication with other referral sources, service providers, and community resources to facilitate service delivery
- Perform other duties as assigned
- Work schedule: Three days 9am-5pm and two evenings required, 11am-7pm
- Flexible schedule to include Saturdays, once a month/as needed

Qualifications

Core Competencies:

- Strong understanding of the needs of low-income individuals
- Strong background in TANF, HRA, ACS and NYCHA preferred
- Exceptional customer service
- Good judgment and problem solving ability
- Strong attention to detail
- Able to multitask in a fast paced educational environment
- Strong communication, time management and organizational skills
- Produce clear and accurate documents
- Work in a team as well as independently

Qualifications:

- MSW and three years of experience in related field
- Experience working with diverse populations in low-income communities
- Must be able to manage a large case load
- Basic knowledge of community resources and government benefits
- Demonstrated experience creating and sustaining relationships with partnering agencies
- Proficient in Microsoft Office and databases