



## **Job Vacancy**

**Position:** Mental Health Case Manager

**Location:** Supportive Housing Scattered Sites Program, Suffolk County

***At Options for Community Living, Inc., individuals with psychiatric disabilities live, learn, and develop their potential in an environment that respects personal choice.***

### **Duties:**

The case manager provides supportive case management services to individuals with mental illness in permanent housing. Monitors maintenance of sites and provides on-site visits to scattered housing locations.

- Plan and evaluate service plans and monitor objectives. Write progress notes at least bi-weekly. Reviews case management plans and prepare periodic reassessments.
- Perform site visits 1-3 times weekly dependent on client need and desire.
- Monitor maintenance of sites.
- Provide information regarding community resources and orient residents to the area.
- Assist in securing vocational assessment services, job training and education programs.
- Provide advocacy services to gain appropriate entitlements and services.
- Intervene in situations requiring immediate attention to ensure safety of residents.
- Provide mediation, counseling, behavioral intervention and crisis management services.
- Consult and coordinate with clients' family and providers as needed for coordinated service delivery.
- Oversee medication maintenance and assist residents in the development of self-medication skills as needed.

### **Qualifications:**

Must be a high school graduate or the equivalent. Two years of college in a human service related discipline and two years' experience working with case management responsibilities in a setting with disabled or economically disadvantaged individuals and/or families.

Applicants are required to have a valid driver's license, access to a car, proper car insurance, and a safe driving record. The employee uses his or her own vehicle for transportation between sites and is reimbursed for mileage.

### **Work Schedule:**

Monday through Friday, 8:00 AM – 4:00 PM

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Fax your resume to: **(631) 361-7087**

E-mail your resume to: [jobs@optionscl.org](mailto:jobs@optionscl.org)

For more information, call **(631) 361-9020 ext. 1105**