



## Case Management Assistant, Part-time (Western Suffolk County)

The part-time case management assistant will coach and encourage tenants in self-advocacy and self-management. Provide frequent contact and monitoring of progress, accompany tenants on clinical and supportive service appointments. Assist MRST case manager during client intervention, assist MRST LPN in achieving education objects, participates in case conferences and assist with maintenance of documentation/client files.

### Responsibilities

- Conduct outreach and engagement efforts
- Coach and encourage consumers in self-advocacy and self-management
- Provide frequent contact and monitoring of progress
- Accompany consumers on clinical and supportive service appointments
- Assist case managers during some client interventions
- Assist the health educator during educational sessions
- Participate in case conferences
- Assist with maintenance of binder/client files

### Qualifications and Requirements

- Must be able to read and comprehend program materials (8<sup>th</sup> grade reading level or higher).
- Must have adequate interpersonal skills to motivate and assist others. Must be able to communicate knowledgeably about the local services and the systems of care.
- Should be reflective of the population being served with one year of active participation in mental health self-help activities, peer support or peer advocacy program or recipient run organizations or similar programs.
- NYS OMH Academy of Peer Services certification preferred, or willing to complete certification within 6 months of hire.
- A valid driver's license for at least 3 years.
- 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

21 hrs./week: Sunday - Tuesday

### Benefits

Part Time Employees are eligible for:

- Vacation Leave
- Sick Leave
- 403(b) retirement plan with employer match

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