



## Case Management Assistant, Part-time (Nassau 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.

### 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
- 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

### Benefits

Part-time employees are eligible for:

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

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