



Case Management Assistant, Part-time (Access to Care, Rapid Rehousing Program, Nassau and Suffolk County)

The part-time Assistant Case Manager assists the case manager with the placement of homeless clients with temporary housing (i.e., up to 24 months) and identifies permanent housing that clients can afford independently in the community. Assists with linkages to educational and/or vocational resources and budgeting skills to support clients' financial independence. Provides engagement efforts to engage landlords and retain consumers in housing. The Assistant Case Manager assists with coordination and provision of support services to clients of the housing program. Responsible for the oversight of the housing sites including safety checks and regular visits, rent payment, assisting in site maintenance, and case management services or coordination with external Care Coordinators or Case Managers, as appropriate. Implements contract regulations and assist with preparation of necessary reports to funding sources. Assists Housing Case Manager and Housing Specialist during client intervention, participates in case conferences and assists with maintenance of documentation/client files.

Qualifications and Requirements

- Bachelor's degree in health or human services and one-year qualifying experience* or, Associate's Degree in health or human services or certification as an R.N. or L.P.N. and two years of qualifying experience*.

*QUALIFYING EXPERIENCE: verifiable case work with persons with HIV, AIDS, mental illness, homelessness, chemical dependence, chronic illnesses, or other populations of persons in need. Experience conducting outreach is preferred.

Work Schedule

17.5 hrs./week

Benefits

Part-time Employees are eligible for:

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

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

E-mail your resume to: jobs@optionscl.org

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