



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

The Mobile Residential Support Team (MRST) 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 health care facilitator in achieving education objectives, 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 care facilitator 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 (8th 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.
- New York State Peer Certification full or provisional certification preferred (NYCPS or NYCPS-P), or willing to complete certification application 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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Fax your resume to: **(631) 361-7087**

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

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