



## POSITION ANNOUNCEMENT

**Position:** Case Manager, Single Site  
**Reports to:** Program Director  
**Function:** Provides case coordination and delivers community rehabilitation services.

### Tasks:

- Conducts home visits on a regular basis for assigned case load.
- Obtains psychosocial histories and conducts functional skills assessments.
- Establishes and maintains liaison with primary provider of psychiatric care.
- Assures access to psychiatric, substance abuse and medical services, and entitlement benefits.
- Monitors client medication, including adherence and side-effects.
- Administers standardized health screening tools
- Develops an individualized rehabilitation plan (Service/Support Plan) in accordance with client needs, strengths, and goals and in consultation with the treatment team and others of the client's choice.
- Delivers community rehabilitation services according to individual need, including: Assertiveness/Self Advocacy Training, Community Integration Services/Resource Development, Daily Living Skills Training, Health Services, Medication Management Training, Parenting Training, Rehabilitation Counseling, Skill Development Services, Socialization, Substance Abuse Services, and Symptom Management.
- Documents client response to service, progress and regressions, and regularly updates the Service/Support Plan.
- Trains clients in safety procedures and conducts fire drills and self-preservation tests.
- Prepares residents for transition to independent living and makes necessary referrals.
- Facilitates crisis intervention in the event of an emergency.
- Staffs Emergency Phone on a rotating basis.
- Maintains client charts and submits necessary notes and reports, including incident reports, in compliance with agency procedures.
- Oversees maintenance of apartments, inventories furniture, and alerts program director of maintenance problems.
- Attends in-service training as requested by supervisory personnel.
- Provides coverage as needed for other staff on the program team.
- Serves as "Qualified Mental Health Staff Person"
- Duties as assigned by supervisor.

### Qualifications:

B.A. in psychology or a human services related field. A.A. degree in psychology or a human services related field with a minimum of 3 years of experience working with adults with serious mental illness. Strong written and verbal communication skills.

**Salary:** \$39,301 plus generous benefits

Email a resume, cover letter and contact information for 3 professional references to:

**Sharon Royer**  
**Director, Human Resources and Information Management**  
**Email: [jobs@acmhny.org](mailto:jobs@acmhny.org)**

ACMH is committed to the mental and physical wellbeing of vulnerable New Yorkers and is a leader in the provision of outreach and engagement, care management, rehabilitation, and supportive housing.

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