



## POSITION ANNOUNCEMENT

**Position:** Senior Case Manager/Case Manager, Manhattan, Queens, Bronx

**Reports to:** Program Director

**Function:** Provides case coordination and delivers community rehabilitation services

### Tasks:

- Conducts home visits on a regular basis for assigned caseload.
- 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.
- Administers standardized health screening tools
- Monitors client medication, including adherence and side-effects.
- 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.

### Sr. Case Manager Qualifications and Salary Information:

M.A. in psychology or a human service related field. B.A. in psychology or a human service related field with a minimum of 3 years' experience working with adults with serious mental illness. Strong written and verbal communication skills. Master's Degree preferred.

**Ryer, Wilfred, Grand:** \$51,921- \$54,974 plus generous benefits

### Case Manager Qualifications and Salary Information:

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

**Ryer, Wilfred, Grand:** \$42,508 plus generous benefits

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

Angella Jenkins, Office Manager  
Email: [AngellaJ@acmhny.org](mailto:AngellaJ@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, crisis support, and supportive housing. ACMH seeks to promote actionable change to create an intentional culture of equity at individual, interpersonal and institutional levels.

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