



**TITLE: CASE MANAGER**

**BACKGROUND:**

Urban Strategies, Inc. (USI) is a Brooklyn based 501c3 non-profit, social service agency that endeavors to continuously strive to promote, empower, enhance, motivate, and contribute to the general well-being of the youth and families in the community at large in New York City. The organization is committed to addressing the critical issues throughout New York City such as homelessness, unemployment, childcare, hunger, and education. USI is hiring a number of positions for a temporary shelter site in Brooklyn, NY.

**POSITION SUMMARY:**

Case Managers report to the Social Services Supervisor and work directly with shelter clients to aid their journey towards independence. Case managers provide residents with independent living skills, aiding the search for permanent housing, public benefits, and jobs. Case Managers also assist with the development of overall life skills and personal development guidance. Services may include but are not limited to social, economic, and educational direction. The Case Manager is responsible for establishing relationships with accredited medical institutions or clinics, and other community organizations in order to maintain a steady referral base for clients.

**QUALIFICATIONS:**

- Bachelor's degree in Social Services or other related fields; Associate Degree with at least four years Case Management experience working with economically disadvantaged populations.
- Strong written and verbal skills.
- Bilingual Spanish verbal and written fluency desirable (not mandated).
- Demonstrates communication skills and multicultural sensitivity.
- Proficient in data entry (Microsoft suite) and internet search. Valid Driver's license.

**RESPONSIBILITIES:**

- Complete CARES Assessment within 48 hours of client entrance.
- Complete Cares Assessment and Independent Living Plan.
- Identify clients' needs and tasks in accordance with the CARES Independent Living Plan.
- Write clear progress notes on a weekly or bi-weekly basis, which outline the client's progress as it pertains to tasks provided during the Independent Living Plan review.
- Assist scheduling all medical and/or mental appointments when needed.
- Follow-up with clients and other social service professionals regarding client needs including but not limited to medical, drug treatment, mental, emotional, alcohol treatment, and educational needs.
- Assist clients in opening social services cases. (i.e., Public Assistance, Social Security Disability, Social Security Insurance, and Unemployment benefits.
- Provide referrals to educational institutions, domestic violence counseling, Public

- Assistance and job training/placement agencies.
- Provide bi-weekly case conference notes to the Program Director.
  - Attend monthly case conference meetings.
  - Seek and provide assistance with the housing search.
  - Attending all training, workshops, and conferences.
  - Follow-up with all referrals.
  - Follow all policies and procedures of the agency and funding sources.
  - Notify proper first responders for all emergencies.
  - Create and submit all incidents to the Program Director and funding source.
  - Inspect units on a daily or weekly basis.
  - Escort clients to housing referrals when needed.
  - Create and submit violations as needed to the funding source.
  - Attending all required job training.
  - Participate in fundraising efforts of the company.
  - All other tasks as needed.

Annual salary range is \$50,000-\$55,000.

**Candidates interested in the position should submit a cover letter, resume, and three references to [USINYJobs@rfwconsultants.com](mailto:USINYJobs@rfwconsultants.com) with “Case Manager Position” in the subject line by Friday, November 4, 2022, by 5pm.**