

POSITION TITLE: CASE MANAGER

PROGRAM SUPPORTIVE SERVICES for VETERAN FAMILIES (SSVF)

REPORTS TO: PROGRAM MANAGER

---

### **MAJOR RESPONSIBILITIES:**

**To provide case management services and eligibility screening to Veterans in the SSVF program.**

### **DETAILED RESPONSIBILITIES:**

- ◆ Provide eligibility screening to applicants, collect and maintain accurate and detailed records.
- ◆ Coordinate and monitor all aspects of service delivery including intake, assessment, recommendations on housing stabilization, treatment planning, budgeting, case conferences, referrals for adjunctive services, family meetings, group work, individual counseling, advocacy and liaison with other community agencies.
- ◆ Ensure all participants are recertified as required by the grant guidelines.
- ◆ Documents service delivery and maintain accurate and timely clinical documentation and responsible for consumer confidentiality.
- ◆ Track intake, contact and temporary financial assistance in the HMIS tracking system in a timely and accurate manner.
- ◆ Ensure accuracy and consistency with the agencies fiscal and billing procedures.
- ◆ Transport Veterans in a safe, cautious and responsible manner.
- ◆ Implements fire and life safety standards.
- ◆ Participate in all appropriate staff, supervision and training meetings.
- ◆ Assume other duties as assigned by the SSVF Program Manager.

Reviewed and Approved by Board 3/16/15

Date:

I have read and understand job discription. Employee Signature Required :

POSITION TITLE: CASE MANAGER

PROGRAM SUPPORTIVE SERVICES for VETERAN FAMILIES (SSVF)

REPORTS TO: PROGRAM MANAGER

---

### **REQUIRED QUALIFICATIONS:**

- ◆ Excellent verbal and written communication skills
- ◆ Strong organizational skills and meticulous attention to detail
- ◆ Team Player with good listening skills
- ◆ Proficient in the use of Word, Excel and Power Point
- ◆ A car for visits to Veterans in their own homes or at other locations

❖ **REQUIRED Valid New York State Driver's License and own insured Vehicle**

### **EDUCATION/TRAINING/EXPERIENCE:** *MINIMUM QUALIFICATIONS*

**Bachelor from an accredited college or university in social work or a related field.**

**Or**

**Experience working with Veterans a plus and must have knowledge of clinical issues, skill in community resource development.**

### **CATEGORY**

**NON-EXEMPT**

Reviewed and Approved by Board 3/16/15

Date:

I have read and understand job discription.Employee Signature Required :