

## BOSTON PUBLIC HEALTH COMMISSION

JOB TITLE: Case Manager POSITION #: TBA

PROGRAM: Addiction Bureau/ MORE Program

LOCATION: Finland -Safe and Sound Return Reentry

SUPERVISOR: Director

SALARY: \$38,000 – 40,000 annualized range, DOE

HOURS: 40 Hrs/wk, 8-5 some evening hours may be required

### DUTIES:

Responsible for providing case management services to women reentering the community after release from correctional facilities including referrals to primary care, mental health services, job placement, housing, and HIV/AIDS services. Advocate for services identified in needs assessment and assist in providing wrap around services for women and their children including childcare and transportation assistance.

Provide case management services around issues of housing, benefits, referrals for physical and mental health, family reunification, legal services and other.

Facilitate children's increased access to specialized care including early intervention, primary care, psychological/mental health services

Maintain collaborative relationships with a variety of drug treatment and social services organizations based in the African-American & Latino communities.

Works cooperatively with a multi-disciplinary team in the development and implementation of service/treatment plan.

Refer clients for services identified in needs assessment and assist in providing wrap around services for clients, (e.g. transportation, child care.)

Works directly with the clinical staff to maintain on-going communication concerning the development of and changes to the service/treatment plan.

Responsible for documenting case management activities in client chart including the completion of required billing forms.

Prepares reports and any necessary paperwork required by the project and funder to document services provided to clients served by the project.

Performs other duties as required.

### MINIMUM QUALIFICATIONS:

BA/BS in Psychology, Social Work or Social Services fields desired,  
Minimum 2 years experience in providing case management in community based settings that serve low income and child-bearing women of color, experience in working with incarcerated women and women in community re-entry phase, experience in working with substance abusing women desired, experience working collaboratively with organizations and agencies within the Latino and African-American communities,  
Knowledge of existing community resources and services,  
Strong written and oral communication required,  
Bilingual-bicultural skills desired (Spanish & English)  
*This position requires direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.*  
A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.  
**Boston residency required or willingness to relocate.**

**REQ#: PHC 3016**