



JOB VACANCY

August 24, 2016

Alcohol Education Program DWI Case Manager (PT)

Location: Bronx NY 10451

EAC Network seeks a DWI Case Manager to work part time for its Alcohol Education Program located in the Bronx. Position is 14 hours weekly (Mondays and one additional day TBD). The DWI Case Manager provides Treatment Alternatives for Safer Communities (TASC) program screening, treatment planning, monitoring, case management, and court reporting of eligible DWI cases. They will act as the liaison for TASC program in the DWI court part as well as hold a caseload of DWI clients. All qualified applicants will be afforded equal opportunities without discrimination because of race, color, religion, national origin, marital status, sex, age, sexual orientation, gender identity, disability, or protected veteran status. EAC Network is an EOE. Candidates are encouraged to view agency Web site at www.eacinc.org

QUALIFICATIONS:

- Bachelor's degree (criminal justice, social work, forensic psychology, sociology, or criminology) and minimum of one year of experience in criminal justice or working with the substance abusing population required.
- Good communication skills, both oral and written. Ability to work cooperatively with treatment and criminal justice systems.
- Must be proficient in computer applications necessary to perform job responsibilities.
- Ability to handle difficult situations in a professional manner manifesting sound judgment and resourcefulness

RESPONSIBILITIES:

- Act as liaison to the courts and provide case-finding and screening services for DWI cases.
- Complete treatment plan for the client and assist client in achieving their treatment plan goals and completing their plea responsibilities.
- Maintain case documentation available for review by supervision at any time, i.e. client records, including progress notes and all other relevant information to assist clients and to comply with program requirements.
- Follow up with STOP DWI Programs and confirm client attendance.
- Maintain a caseload of clients and monitor their participation in the treatment program through case management appointments, reviewing progress reports and conferencing cases with treatment personnel.
- Prepare and present written and oral status reports to the criminal justice system in a timely manner regarding client's progress.
- Investigate and arrange supportive services for clients.
- Provides crisis intervention and addresses emergencies related to housing, food, medical needs, and any concrete need as presented by client.
- Conduct drug testing on clients of the program as needed

HOW TO APPLY:

E-mail resume/cover letter to: employment@eacinc.org