



September 7, 2016

Case Manager

Location: Hauppauge NY 11788

EAC Network seeks a Case Manager to work full time for its Alternatives for Youth program located in Hauppauge, Suffolk County. Position is Monday-Friday 9:00AM-5:00PM, *some possible evening/weekend availability required*. Position has excellent benefits medical/dental/401K and very generous Paid Time Off plan (PTO). 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 is an EOE.

QUALIFICATIONS:

- Bachelor's Degree and one year of child and adolescent experience required or at least one year community or social service work of child and adolescent experience.
- Participation in at least 20 hours of agency sponsored training in the first six months of employment (with an additional 20 hours during the second six months of employment) on Homebuilders, mediation, working with adolescents, substance abuse, mental health, the juvenile and/or criminal justice system, and related topics. Training will be provided by outside trainers, EAC and by partnering County agencies.
- Must have good communication skills, both oral and written.
- Must have valid New York State Driver's License and have access to a car.
- Must be proficient in computer applications or other automated systems such as spreadsheets, Microsoft Office applications, calendar, and email and/or database software necessary to perform work assignments.
- Bilingual capability (English/Spanish) a plus.

RESPONSIBILITIES:

- Assist families in resolving the crises and problems that led to the parent(s) seeking a PINS petition. Provide case management support to families in crisis struggling with problems such as substance abuse and mental illness.
- Provide intensive, home-based case management and crisis intervention to help the family reach stability.
- Conduct assessments using the Child and Adult Needs Assessment (CANS) instrument and develop a Family Intervention Plan based on family needs, using a strengths-based approach.
- Make referrals to partnership agencies and outreach to new agencies when required.
- Follow-up with service providers to monitor families' progress.
- Assist parents and youth in learning behavior management techniques.
- Maintain progress notes and accurate case records in computer system with all necessary data entry in accordance with contract mandates.
- Transport and escort clients from appointments or to obtain emergency resources such as clothing or medication as needed in own vehicle when necessary.
- Participate in team meetings, case conferences and trainings.
- Facilitate and develop monthly educational workshops for adolescents when assigned by Director.
- Participate in monthly recreational events for the adolescents in the AFY program when needed.
- Hold weekly female and male adolescent groups when assigned by Director.
- Be on call to families contacting the AFY hotline as scheduled.

HOW TO APPLY:

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