



JOB VACANCY

October 20, 2016

Case Manager Housing & Benefits

Location: Bronx, NY 10451

EAC Network seeks a Case Manager (Housing and Benefits) to work full time for the Bronx Mental Health Collaborative program. Case Manger (Housing and Benefits) is responsible for assisting the Bronx Mental Health Collaborative program participants in gaining access to housing and entitlements and providing support to program staff in connecting participants to a broad range of services.. Position is Monday-Friday 9:00AM-5:00PM with excellent benefits medical/dental/401K and very generous Paid Time Off plan (PTO). EAC is an EOE. All qualified applicants will be afforded equal opportunities without discrimination because of race, creed, color, national origin, sex, age, disability, marital or protected veteran status. **Candidates are encouraged to view agency Web site at www.eac-network.org**

RESPONSIBILITIES:

- Screen participants to assess their eligibility for both private and/or governmental benefits.
- Provide assistance with securing and maintaining active benefits, including Food Stamps, Social Security, Medicare, Medicaid, Public Assistance, WIC, managed care, and other health insurance.
- Prepare and assist participants with the housing application/interview process.
- Establish linkages and maintain solid working relationships with permanent housing providers, real estate brokers, managing agents, and landlords as a resource for participants.
- Develop a housing bank of available units and housing opportunities for qualified veteran families.
- Monitor clients in treatment to support recovery.
- Maintain client records, including progress notes and toxicology results.
- Prepare written reports as needed.
- Investigate and arrange supportive services for clients.
- Escort clients to treatment facilities and appointments when indicated.
- Perform drug testing.

QUALIFICATIONS:

- Bachelor's Degree in Human Services preferred. High School Diploma/GED and a significant combination of education and experience in criminal justice or working with substance abusing and or mentally ill population considered.
- Must have strong ability to network and negotiate with housing providers and knowledge of housings application processes and available benefits programs.
- Training in SSI/SSDI Outreach, Access, and Recovery (SOAR) preferred.
- Excellent communication skills, both oral and written. Ability to work cooperatively with treatment and criminal justice systems.
- 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.
- Fluency in Spanish preferred.

HOW TO APPLY:

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