EAC NETWORK

JOB VACANCY

January 2017

Clinical Case Manager

Location: Brooklyn, NY 11201

EAC Network seeks a Clinical Case Manager to work full time for its Second Chance Re-entry program in Brooklyn. The Clinical Case Manager is responsible for performing client assessments and case management for the Second Chance Re-entry program and liaises with treatment agencies, and referral and follow up for any needed community support 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:
- Engage with clients and administer assessment tools pre-release.
- Develop integrated reentry service plans.
- Arrange for and implement placement into appropriate services.
- Provide ICM including: skills building, boundary spanning, counseling, advocacy, interactive journaling, CBT and other supports indicated.
- Maintain complete client records and have available for inspection by supervision at any time.
- Make visits to housing and treatment facilities to ensure compliance with treatment plans.
- Conduct toxicology testing to monitor recovery.
- Maintain caseload through ongoing client contact.
- Attend meetings and clinical trainings.

QUALIFICATIONS:

- Bachelor's degree in a relevant field of study and at least two years of experience working with those with COD who are involved with the criminal justice system required.
- Knowledge of available treatment services and ability to work cooperatively with housing, treatment and mental health systems.
- Must have access to automobile and possess valid New York State Driver's License.
- Good communication skills, both oral and written.
- Excellent communication and organization skills.
- 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.

HOW TO APPLY:
E-mail resume/cover letter to: **employment@eacinc.org**