



## **JOB VACANCY**

May 2017

### **Case Manager**

**Locations:** NYC, 11415, 10451 & 11201

EAC Network seeks Case Managers in Queens, Manhattan, Brooklyn, Staten Island and the Bronx for Community Re-entry Assistance Network (CRAN) Assistance Network Services (ANS) program. The Case Manager (ANS) provides immediate reentry services to individuals with mental health disorders who have been discharged from Riker's Island. Position is Monday-Friday 9:00AM-5:00PM with some evenings and Saturday availability required. Position offers excellent benefits medical/dental/401K and very generous Paid Time Off (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 or marital status. **Candidates are encouraged to view agency Web site at [www.eac-network.org](http://www.eac-network.org)**

#### **RESPONSIBILITIES:**

- Conduct in reach groups at Riker's Island to inform the inmates of ANS services.
- Conduct screenings and assessments to determine the needs of each individual that comes to CRAN for immediate reentry services.
- Provide clients with food and access to transportation to assist in their transition into the community.
- Assist clients in obtaining their medication and applying for and receiving public and private benefits.
- Schedule intake appointments for mental health services.
- Refer clients to community services that can immediately address their needs.
- 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.
- Collaborate with the Community Transitional Case Management Team to make in house referrals for ongoing case management services
- 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 and timely visits to treatment and correctional facilities.

#### **QUALIFICATIONS:**

- Bachelor's degree (criminal justice, social work, forensic psychology, sociology, or criminology) and one year or more of experience in criminal justice or working with the mentally ill population.
- Good communication skills, both oral and written. Ability to work cooperatively with treatment and criminal justice systems.
- Occasional evenings and Saturday availability required.
- 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.
- Ability to handle difficult situations in a professional manner manifesting sound judgment and resourcefulness.

#### **HOW TO APPLY:**

E-mail resume/cover letter to: [employment@eacinc.org](mailto:employment@eacinc.org)