



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) Community Transitional Case Management program and provides screening, treatment planning, case management, and court reporting of eligible substance abusing and/or mentally ill (co-occurring) clients. Position is Monday-Friday 9:00AM-5:00PM with 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**

RESPONSIBILITIES:

- Collaborate with discharge planners on Rikers Island and the Court System. Complete in person, video conference and phone screenings for incarcerated clients, prior to release.
- Following a comprehensive screening works with supervision to effectuate referrals to a mental health, drug abuse, or alcoholism facility and accompanies and/or arranges transportation for clients to the appropriate facility when necessary.
- Assist clients in applying for and receiving public and private benefits and provide linkages to the appropriate community providers.
- 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.
- 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 recommend supportive services for clients.
- Conduct drug testing on clients of the Program as needed and timely visits to treatment and correctional facilities.

QUALIFICATIONS:

- Bachelor's degree in Forensic Psychology, Psychology, Criminal Justice or behavioral science required or a significant combination of education and experience in mental health, substance abuse or criminal justice considered.
- Good 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.

HOW TO APPLY:

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