



## JOB ANNOUNCEMENT

**Job Title:** Transgender ReEntry Case Manager

**Program:** A Woman's Place Drop In Center

**Reports To:** Deputy Director of Clinical Services/Director of Clinical Services

**Status:** Non-exempt, Union

### **JOB SUMMARY:**

The Case Manager is responsible for establishing and maintaining relationships with currently incarcerated or formerly incarcerated clients and supporting the Desk Clerks.

### **ESSENTIAL JOB DUTIES:**

- Maintain a caseload, provide counseling including crisis intervention, advocacy and group facilitation.
- Meet with clients regularly to assist them in developing and executing timelines for individual goals and objectives
- Ensure access to resources i.e., help stabilize clients' income through benefits advocacy, money management, housing, medical status, and other needs including social service systems and other agencies
- Conduct outreach to encourage program usage.
- Maintain client files and associated documentation.
- Assist clients in developing external support systems.
- Assist with medication monitoring.
- Provide follow-up counseling.
- Adhere to established policies and procedures.
- Training and meeting attendance.
- Cover the front desk whenever needed.
- Other duties as assigned.

### **QUALIFICATIONS:**

- Bachelors (B.A.) degree or equivalent in education and work experience.
- Previous case management experience and/or training.
- Possess effective communication skills and the ability to work both independently and cooperatively.
- Thorough knowledge of working with transgender individual, homeless, mental health, substance abuse, HIV and cultural diversity issues.

- CPR and First Aid certification within 90 days of hire.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job duties are intended to describe those functions that are primary to the performance of this job. Other job duties include those that are considered secondary to the overall purpose of this position. This position description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by the supervisor and management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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CATS reserves the right to revise job descriptions or work hours as required.

Employee Name: \_\_\_\_\_  
(please print)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_