CASE MANAGER

Introduction:

As we like to say, “We’re not new to it, but we are true to it.”

The YWCA White Plains & Central Westchester (YWCA) is the oldest and largest women’s organization in the region. For more than 90 years, YWCA has been on a mission to eliminate racism, empower women, stand up for social justice, help families, and strengthen communities. We are one of the oldest, most diverse women’s organizations in the US and the world.

We are committed to empowering people to create change in their lives and their communities. Whether we are providing supportive housing for homeless women, or cultivating girls to be leaders, or educating children for brighter futures, or standing up against racism, or putting health & wellness and competitive sports within reach of the underserved, we are there! Today we serve more than 4,000 people each week.

Our mission is real, genuine, and authentically pursued by the entire staff. We are positioned for IMPACT!

If this sounds interesting to you...keep reading!

The YWCA White Plains & Central Westchester is looking to hire for the position of Case Manager. The Case Manager is responsible for providing a variety of case management and housing-related services to residential clients. This position is full-time (Monday - Friday 9am to 5pm).

Key Responsibilities

- Carry out timely intake-and assessment of residents-entering-the residence.
- Develop and coordinate service plans for individual resident; monitor progress and update plan as needed.
- Provide further intense ADL assessment as needed. Make appropriate referrals to address problem areas.
- Keep current records, progress notes, and successfully meet program requirements.
- Participate in formal and informal case conferences; coordinate with in-house staff/professionals regarding progress of individual residents.
- Obtain all necessary records from hospitals and other service agencies pertaining to individual residents; make referrals of residents to needed outside services.
- Maintain professionalism and positive representation of the residence at all times.
- Coordinate and maintain regular contact with other facilities concerning appropriate treatment and services.
• Meet regularly with residents on individual basis for both formal and informal counseling and address special problems-related to their involvement in program areas.
• Assist in development of special group activities for learning and therapeutic purposes. Facilitate in-house groups weekly.
• Assist residents in obtaining permanent housing, employment and other means of stability; provide follow-up services as needed.
• Participate in special events, holiday celebrations, and oversite of other residence programming.
• Assist Clinical Director with state inspections and maintain organized files for correction plans or inspection reports.

• Hold a caseload of their own.
• Some weekends may be required.
• Other duties as assigned.

Qualifications

Education: College degree in social work or related field preferred.

Experience: At least two years mental health experience; Experience in case management or residential program preferred. Combination of education and experience in related field accepted. Valid NYS Driver’s License or ability to obtain within 3 months of employment.

Licensing and/or Certifications: CASAC or CASAC-T a plus

Knowledge/Skills/Abilities:

• Proficient computer skills including Microsoft outlook, word and excel
• Working knowledge of counseling and social service resources.
• Knowledge of alcohol and drug abuse treatment modalities.
• Good organizational and writing skills.
• Knowledge and awareness of mental health, substance abuse and domestic violence issues.
• Ability to work in a variety of settings with culturally-diverse families and communities
• Ability to be culturally sensitive and appropriate.
• Willing to undergo multiple trainings regularly.

Physical Requirements & Work Environment:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to stand, walk, sit; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee frequently lifts and moves up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions. The employee works in varied client-based environments per assigned caseload.

The Last Word...
The YWCA White Plains & Central Westchester is a dynamic organization whose mission is to eliminate racism and empower women. Each week over 4,000 women, children and their families are served through our childcare, nursery school, after-school, summer camp, athletic and mission-based programs. In addition, the YWCA provides a home for 193 low-income women at our Residence.

**The YWCA White Plains & Central Westchester is an Equal Opportunity Employer.**

*Job Type: Full-time*

*Pay: $19.00 per hour*

COVID-19 considerations:
- Mandatory vaccination of all staff
- Personal protective equipment provided or required
- Temperature screenings
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

If you are interested in this position, please apply [HERE](#)