CASES

Job Description

Job Title: Community Case Management Supervisor - Manhattan START

Reports To: Deputy Director Adult Behavioral Health Programs

Overview: Manhattan START (short term alternatives and referral to treatment), is an alternative to incarceration program for individuals at high risk of criminal recidivism diverted from the Manhattan Criminal Court. The program serves individuals with serious mental illness and women convicted for misdemeanor crimes in Manhattan Criminal Court. The Community Supervisor is responsible for the supervision of the program social workers, case manager, peer specialists and interns. The Supervisor coordinates the orientation of program admissions, caseload assignments and the day-to-day delivery of community care coordination and case management services. The Supervisor maintains oversight of program operations to ensure participants receive services that are strengths-based, culturally sensitive and adhere to the core principles of risk, need and responsivity to reduce recidivism, engagement in community treatment servivces and support participants to achieve their self-identified goals for treatment, recovery, rehabilitation, and crime-free community integration.

Responsibilities:

- Oversee the clinical and administrative operations of the community case management services;
- Ensure the timely flow of case management activities to meet program goals and objectives;
- Oversee the integration of trauma-informed and gender-responsive services for men and women participants;
- Assess participant immediate needs, legal circumstances, and engagement needs to develop service plans;
- Use motivational interviewing and supervise staff in use of motivational interviewing to engage and retain participants in services;
- Provide regular supervision to program staff;
- Allocate time to direct participant services as a member of the clinical team, including direct work in the community and with staff as needed;
- Complete assessments, progress notes and significant program data;
- Assess risk and address recidivism risk factors using the Level of Service/Case Management Inventory (LSCMI) and direct services to respond to participant risk factors for criminal recidivism in ways

that are responsive to participant current behavioral health status and stage of change;

- Lead daily organizational meeting and weekly team meetings as needed;
- Coordinate and develop strategic alliances with community providers;
- Supervise electronic chart-keeping activities in accordance with confidentiality regulations;
- Provide in-service training and promote staff development to ensure case management staff have core competencies;
- Authorize: time sheets, ordering of supplies, vacation requests and related administrative needs to maintain the smooth operation of the team;
- Manage petty cash fund and program budget;
- Monitor the vacation and leave requests of the staff
- Provide culturally competent services in accordance with CASES policies and practices;
- Conduct outreach to community providers, families and significant others to gather collateral information for service planning;
- Ensure the program achieves expected performance milestones in accordance with contracts and expectations of funding sources;
- Utilize program data to inform program operations and to make devise and implement corrective action plans;
- Supervise staff and support the alignment of individual staff performance targets towards overall program goals and objectives;
- Complete psychosocial assessments to develop universal referral form packets for NYC case management and ACT services and submit referrals to Single Point of Access (SPOA)
- Coordinate participant discharges to community treatment, case management and homeless services resources.
- Deputize for the coordinator conducting court-based screenings and court appearances as needed, and
- Any other duties as required by the supervisory and executive staff

Qualifications:

- Master's degree in psychology, social work, or related field;
- Professional NYS clinical license LMSW, LCSW, CASAC, LMHC;
- At least three years of experience providing services to adults with serious mental illness;
- Experience working in community mental health settings that provides services to recipients in-vivo in the community;
- At least two years of experience working on a multidisciplinary team;
- Knowledge of the criminal justice system, court processes and alternative to incarceration services; and
- Spanish speaking a plus.

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Salary: Commensurate with experience

How to apply: E-mail cover letter and resume with salary history and requirements in Rich Text Format (RTF) or Word 2002 format to **casesjobs@cases.org**. Please list the title of the position you are applying for in the subject line. No phone calls please. Only applicants selected for interviews will be contacted.

CASES is proud to be an Equal Opportunity Employer. Employment with CASES is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, or marital, military, or citizenship status. We also actively recruit individuals with prior involvement in the criminal justice system.

CENTER FOR ALTERNATIVE SENTENCING AND EMPLOYMENT SERVICES
346 Broadway 3rd Floor West, New York, New York 10013-3971 *Telephone* (212) 732-0076 *Fax* (212) 571-0292