

UNION SETTLEMENT

EMPLOYMENT ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Care Manager
Department: Mental Health Services
Reports to: Care Management Coordinator
Hours: Full-Time

Position Summary:

Union Settlement Association Care Management Program provides care management services to children under Health Homes and Care Coordination. Program. The program works with children and their families to identify and utilize medical, mental health, specialists, educational providers and other providers. Our mission is to make sure that children are linked to resources in the community in order to maintain them stable via being connected to services. The Care Manager will work with members to conduct home visits, implement care plans, referrals, and assist with applying for benefits and advocacy.

Responsibilities:

- Provides direct service to a caseload of approximately 25+ members.
- Conduct face-to-face visits at home, in the community, or in the office.
- Maintain communication with collaterals part of the Care Team (doctors, therapists, psychiatrist, psychologist, teachers, and specialists).
- Conducts assessments and ongoing reassessments- Initial Comprehensive Assessments, Child and Adolescent Needs and Strengths (CANS) to determine level of care and services.
- Work with the medical and mental health staff to develop, implement, and coordinate the Care Plans for members.
- Develops Person -Centered care plans in compliance with Health Home and Care Coordination standards.
- Conduct appropriate referrals based on the needs of members.
- Assist members with advocacy and referrals in the areas of medical, mental health, education, and substance abuse.
- Assist members with applying and maintaining benefits (SNAP, Medicaid, SSI legal services, employment, financial, housing and any additional support).

- Provides crisis intervention and health education services as needed.
- Coordinate services by maintaining effective communication with internal and external service providers as part of the Care Team.
- Ensures appropriate record keeping in our Health Homes EHR system for Medicaid members and in our external records for our Non-Medicaid Care Coordination members.
- Assist members with transition from hospitals, schools, criminal justices, and other rehabilitation centers.
- Other duties as assigned by Care Management Coordinator.

Qualifications:

- Either of the following education requirements:
 - A Bachelor's of Arts or Science - with two years of relevant experience, a license as a Registered Nurse with two years or relevant experience, or a Master's degree with one year of relevant experience.
- Bilingual (English/Spanish). Spanish fluently required.
- Demonstrated ability to work in a team.
- Demonstrated problem solving skills.
- Ability to effectively communicate in both verbal and written manner.
- Computer software skills.
- Excellent interpersonal, organizational, time management and communication skills.

This position requires travel to the Bronx and Manhattan.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and References to:

mentalhealthcareers@unionsettlement.org.

Please indicate Care Manager in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER