

TRINITY ALLIANCE OF THE CAPITAL REGION, INC.

Job Posting

POSITION TITLE: Settlement House CASE MANAGER

DIVISION: Re-Entry Services

POSITION REPORTS TO: Director Re-Entry Services

Responsible for day to day operations of program, assessment, coordination with external providers, provision of case management and crisis intervention services, coordination and delivery of direct services; interface with Trinity's existing program and support staff. Work with the Jail Transition Jail Program, located at Albany County Correctional Facility.

SPECIFIC ACCOUNTABILITIES:

- Establish and maintain close working relationships with collateral
- Conduct assessment of participants
- Develop individualized plans
- Maintain a caseload of participants in counseling and case management status
- Track participants' attendance and participation in agreed-upon activities
- Coordinate services with other agencies involved with participant
- Track appointments and review participation status
- Act as an advocate for the participant for necessary services
- Assist participants with resolving family issues
- Deliver life skills interventions
- Coordinate special presentations for participants
- Assist in resolution of issues that may affect retention and successful completion of any programs in which participants are involved
- Make home and workplace visits as needed
- Provide information about appropriate services available
- Maintain participant logs/notes updating all services provide for participant files
- Attend and participate in all required training programs and staff meetings
- Maintain contact with all participants and provide problem solving and case management assistance
- Provide Pre and Post Release services to the jail program participants

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Bachelor's degree from an accredited college or university and/or one year experience in case management and/or counseling with hard to serve people
- Excellent organization, interpersonal, written and verbal communications skills
- Ability to perform comfortably in a fast-paced, deadline-oriented work environment
- Ability to successfully execute many complex tasks simultaneously
- Ability to work a s a team member, as well as independently
- Valid NYS drivers license
- Access to a reliable vehicle

- Forward Resumes, cover letter, salary requirement to:
- Human Resources Office ~ 15 Trinity Place ~ Albany, NY 12202
 - Or E-mail to: HR@ta-cr.org
 - [Website: www.trinityalliancealbany.org](http://www.trinityalliancealbany.org)