**Union Gospel Mission**

**JOB DESCRIPTION**

**JOB TITLE:** HCHV **Social Worker/Case Manager**

**REPORTS TO:** PROGRAM DIRECTOR

**DEPARTMENT:** V.A. Program

**LOCATION:** Calvert Place

**STATUS:** EXEMPT

**JOB SUMMARY:**

Assist clients in completing required assessment, screening, intake, and admissions documents. Performs data entry and record keeping of client information to ensure client records are up to date.

Monitor daily activities of client.

Manages and monitors assigned caseload of clients from the Department of Veterans Affairs HCHV Program. Develop program plans/goals and evaluates client's progress by conducting routine meetings with client and/or staff; serves as an advocate for clients in order to acquire services that will enable them to functionally cope with their environment and increase income potential, increase residential stability and increase self determination...

**ESSENTIAL FUNCTIONS: This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.**

Interviews applicants to determine eligibility for program enrollment based on established guidelines and requirements; conduct needs assessment; obtain pertinent information and along with program participant establish program goals; refers participants to other agencies for services not provided at UGM.

Assist clients in completing necessary paperwork including goals and/or budget forms; completes orientation check-off form and obtains release of information forms when appropriate.

Prepares and maintains case records and logs on all assigned clients; ensures the accuracy and completeness of the same.

Meets regularly with clients to discuss and evaluate their progress; prepares accurate and up-to-date records documenting the same; monitors client behavior, group attendance, medication and movement; receives incident reports and enforces disciplinary actions for infractions of the house guidelines.

Assign client cleaning duties and ensure duties are completed.

Plans, coordinates, and/or facilitates life management classes to assist clients in obtaining skills that will enable them to functionally cope with their environment; obtains speakers and workshop presenters as needed.

Assists clients in locating/securing affordable housing; ensures that client's living quarters are properly furnished and maintained.

Refer clients to appropriate outside agencies based on client needs and in accordance with their plan.

Complete discharge plans of client’s existing in the program; transfers file contents to non-active file; prepares card for follow-up mailing.

Prepares and maintains statistical records on all services provided; compiles and prepares monthly statistical reports; ensures the accuracy and completeness of the same.

**OTHER RESPONSIBILITIES:**

Screen clients for program eligibility and appropriateness.

Collect client’s urine sample for analysis.

Assist in developing and revising the service policy manual.

Assists with community services as needed.

Assist in performing social service work for special or seasonal projects.

Performs other related work as required.

Monitor client’s self-administration of medications

**MATERIALS AND EQUIPMENT:**

Computer Photocopy Machine

Calculator Facsimile Machine

**MINIMUM QUALIFICATIONS REQUIRED:**

**EDUCATION AND EXPERIENCE:**

Bachelor's degree from an accredited college or university in Social Work, Behavioral Science, or a related field, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

**LICENSES AND CERTIFICATIONS:**

None.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles and practices of social service case management.

Knowledge of social service resources and agencies in the community.

Knowledge of effective communication and motivation practices.

Ability to develop program plans and goals based on client's needs.

Ability to evaluate the client's progress toward program goals.

Ability to work with the public encompassing all types of behaviors.

Ability to interview clients and to obtain pertinent information.

Ability to prepare and maintain accurate and complete case notes and client records.

Ability to plan, organize, and prioritize work in order to accomplish work in compliance with quality standards and deadlines.

Ability to build and maintain effective and professional working relationships with clients and community agencies.

**MENTAL AND PHYSICAL ABILITIES:**

Ability to meet attendance requirements.

Ability to read, write, and communicate the English language.

Ability to communicate clearly and effectively both orally and in writing.

Ability to think clearly and quickly in order to maintain control of client caseload.

Ability to effectively and efficiently work on multiple cases at the same time without becoming frustrated or disorganized.

Limited amount of physical effort required associated with walking, standing, lifting and carrying light objects (less than 25 lbs.) 5-10% of work time.

Duties are usually performed walking and sitting.

**WORKING CONDITIONS:**

Work is performed in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.

**All employees recognize that Union Gospel Mission is a faith based facility and agree that they will do nothing as an employee of Union Gospel Mission to undermine its religious mission.**

**STATEMENT OF PURPOSE:**

*The purpose of a* ***job description*** *is to outline the essential functions unique to a particular job within a specific department. Job descriptions are used to recruit, train, and evaluate employees.*