

FAIRVIEW RECOVERY SERVICES, INC.
CAREER CHOICES UNLIMITED CASE MANAGER – HUD
(Updated Sept. 2014)

MISSION STATEMENT: Fairview Recovery Services helps people with the disease of alcoholism, chemical dependency, and co-occurring conditions live independent, healthy, and productive lives by providing a continuum of individualized services and care.

As a member of the Fairview Team and an integral part of a culturally diverse work environment, candidates must be able to promote and support the attitudes, behaviors, knowledge and skills necessary to work respectfully and effectively with each other as well as demonstrate the ability to address the needs of the racial and ethnic individuals FRS serves.

DISTINGUISHING FEATURES OF THE POSITION: The work involves responsibility for counseling and offering guidance to a variety of clients in a residential setting. Duties are performed as a part of an interdisciplinary team. Work is performed under direct supervision of the Program Coordinator with leeway allowed for the exercise of independent judgment in individual cases. Work is reviewed through clinical supervision and review of records. The Case Manager performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Job Responsibilities: primarily the HUD Program
- Client caseload of approximately 60; Fairview/Merrick Programs and Supportive Living/Housing Plus Care/Shelter Plus Care – Case management is not intensive.
- Develop & facilitate Voc/Ed seminars each Wednesday 9:00am-10:00am and/or 2:00pm-3:00pm
- Conduct Voc/Ed assessments as clients enter Fairview/Merrick Programs and Supportive Living/Housing Plus Care/Shelter Plus Care
- Coordinate with community agencies according to client's Voc/Ed needs and goals (ACCES-VR, Binghamton ATTAIN Lab, DSS, GED, Literacy Volunteers, volunteer placement, treatment issues are resolved through Fairview Case Managers, no contact with treatment providers)
- Assist individuals with navigating the social systems: Social Services, Criminal Justice, Mental Health, D&A Treatment, and Higher Education. Includes applying for financial aid, funding for vocational training, obtaining Rap Sheets, transcripts, birth records, social security cards (and other needed documents) volunteer placement; serve as client advocate and conflict resolution, etc.
- Resume, cover letter, and reference list development
- Job Search assistance
 - Assist individuals to build interview techniques and overcome barriers to employment
 - Case conference with Fairview/Merrick Case Managers every Tuesday 9:00am-10:00am
- Case Conference with Supportive Living 2x/month Mondays starting at 9:00am
- Weekly Supervision with Program Coordinator
- Monthly Reporting with Program Coordinator

Allows for involvement in other Fairview activities/functions – Newsletter, Recognition Dinner, Trainings, Open House, picnics, homeless outreach activities, fundraising projects, etc.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: 1) Working knowledge of the principles, practices and techniques used in group and individual counseling. 2) Working knowledge of human behavior, socio-economic problems and developments. 3) Working knowledge of vocational, educational, and employment services available in the community, ability to formulate effective vocational and educational plans. 4) Ability to establish, maintain and terminate a counseling relationship. 5) Ability to establish and maintain effective working relationships with others. 6) Ability to communicate effectively, both orally and in writing. 7) Ability to maintain records and prepare reports. 8) Displays good judgment and tact.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college with a Bachelor's degree; or
- B. Graduation from a regionally accredited or New York State registered college with an Associate's degree, preferably in a human service field, and two (2) years experience in direct human services provision, preferably with the alcoholic/addict; or
- C. High School Diploma or High School equivalency diploma and four (4) years) of supervised, full-time equivalent experience in a chemical dependency setting.

A supervised internship in a chemical dependency setting is equivalent to one year of employment experience.

SPECIAL REQUIREMENTS: Must possess and maintain a valid driver's license with less than three (3) points and a good driving record.