JOB DESCRIPTION
Mental Health Case Manager

DESCRIPTION: Ascencia is a nonprofit homeless service organization dedicated to ending homelessness in the greater Glendale area, one person, one family at a time. Ascencia actively participates in national initiatives to end chronic homelessness including 100K Homes and the Corporation for Supportive Housing’s SIF/10th Decile Program. In addition to providing case management services to homeless families and individuals, Ascencia provides on-site psychiatry and trauma therapy. The Mental Health Case Manager position is a unique opportunity to work as part of Ascencia’s team to deliver client-centered services.

The Mental Health Case Manager is responsible for providing comprehensive case management for people with mental illness and providing specialized support for Access Center staff regarding clients with mental illness.

REPORTS TO: Case Management Supervisor

SALARY: $18 - $22 per hour

Duties and Responsibilities:
- Provide ongoing support and case management expertise to homeless persons;
- Advocates for clients for public entitlements and housing opportunities;
- Ensure that all client case management plans address identified needs and are up-to-date;
- Coordinate services with Ascencia’s psychiatrist;
- Continually monitor and evaluate each client’s progression through their case management plan, and develop corrective action revisions to the plan as needed;
- Maintain accurate documentation of service objectives and outcomes as well as other services in accordance with Federal, State, County and Ascencia guidelines;
- Provides information and referrals, and facilitates linkages for clients to mental health treatment, temporary and permanent housing and public assistance programs;
- Actively participate in client-related meetings and trainings;
- Attend program-related community, coalition and committee meetings as assigned;
- Maintain client related data systems, including case notes and complete HMIS entries;
- Prepare case management related reports including but not limited to: outcomes, successes, etc;
- Adheres to strict boundaries and professional ethics in the care of others;
- Conducts crisis intervention as needed.

Qualifications and Requirements for this Position:
- Four year degree in human services, or MFT, MSW, or comparable combination of education/work related experience preferred;
- Experience in social service setting with working knowledge of case management systems and planning techniques;
• Knowledge of mental illness along with related resources and the Continuum of Care for homeless persons;
• Experience working with homeless individuals and families a plus;
• Must be proficient in the following computer applications--Microsoft Word and Excel;
• Must be insurable and provide own transportation for work related travel as necessary.

SUBMIT COVER LETTER & RESUME TO: jobs@AscenciaCA.org or fax to (818) 246-2858. Please enter “MH Case Manager” in subject line.