

# **CaringWorks Supportive Services (CWSS) Job Classification**

**Effective Date:** May 1, 2012  
Revised: August 7, 2013

**JOB CLASS TITLE:** CT&RS Case Manager (ASL)

## **BASIC FUNCTIONS AND RESPONSIBILITIES:**

1. Contributes to the overall effectiveness of the CaringWorks Supportive Services Program.
2. Conduct comprehensive bio-psychosocial assessments that encourage full client involvement and leads to the development of individualized service plans with measurable goals and objectives.
3. Maintain documentation of client interaction via the agency's outcome management database systems.
4. Assist staff and other clients, as needed, to communicate with clients who use American Sign Language (ASL).
5. Coordinate, prepare and maintain required charting and documentation in a timely and thorough manner.
6. Adhere to all client confidentiality requirements and standards.
7. Coordinate and/or facilitate individual and group counseling activities to address quality of life issues.
8. Develop relationships with representatives in other agencies to support individuals attaining wraparound services such as additional mental health care, psychiatric medication, medical resources, financial assistance, legal advocacy, etc.
9. Participate in weekly staffing sessions, weekly supervision, department, agency wide and other meetings, training and development opportunities as determined appropriate by supervisor.
10. Other duties as assigned.

## **SUPERVISION RECEIVED:**

The Hope House Program Director supervises this position.

## **SUPERVISION EXERCISED:**

Supervision of other staff is not required for this position.

## **QUALIFICATIONS:**

1. A bachelor's degree in Clinical Social Work or related field from an accredited school is preferred, or a minimum of two (2) years mental health and/or substance abuse case management experience accompanied by high school diploma. Experience working with homeless population(s) helpful.
2. Fluent in American Sign Language (ASL). Effective verbal and written communication skills.

3. Strong team/consensus building skills.
4. Ability to use holistic, client-centered approach to recovery and mental health.
5. Ability to effectively resolve conflict and cope with crisis situations.
6. Strong and timely documentation and assessment skills.
7. Must pass a GAPS (fingerprint) records check.

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Employee's Signature

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Date

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Supervisor's Signature

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Date