



Rebuilding Lives for a Safer Community

JOB POSTING

Facility	Florence Residential Reentry Center
Posting Date	2/5/2019
Closing Date	2/15/2019
Job Title	Case Manager

Type of Position: **Full-time** **Part-time**

Applicants may apply @ www.alstonwilkessociety.org by completing the online application (include resume) and faxing to (866) 647-5998; email to hrdepartment@aws1962.org or mail to: 3519 Medical Dr., Columbia, SC 29203, Attn: Toi D. Reid-Worley, Director, Human Resources. Internal applicants may apply by submitting a letter of interest and an updated resume.

GENERAL DESCRIPTION

Job Summary: The Case Manager, under the direction and supervision of the Facility Director is responsible for all client related services and documentation. The Case Manager is responsible for identifying and meeting the individual needs of assigned clients beginning at admission and concluding with termination. Communicates client's adjustment to the program and prepares the client for successful transition into the community. The Case Manager must work a 40 hour week during hours that allow access to clients (primarily evening hours) and perform 24 hour on call crisis services as Staff Duty Officer (SDO) as required.

MINIMUM QUALIFICATIONS:

Knowledge:

- Community Resources and Services
- Population Served
- Record Maintenance practices and procedures
- Computer and Spreadsheet Development

Skills In:

- Communicating effectively orally and in writing
- Planning and organizing program activities

EDUCATION REQUIREMENTS

- Baccalaureate Degree in Social Work or Counseling from an accredited college or university
- An approved writing sample exemplifying clinical documentation will be required for employment.

LICENSES AND CERTIFICATION

- Valid Driver's License
- Proof of Auto Liability Insurance if required
- Proof of education and credentials will be required for employment

APPROVED BY: S. Anne Walker, Executive Director

EOE/AA