



*Rebuilding Lives for a Safer Community*

## **JOB POSTING**

<b>Facility</b>	AWS Columbia Veterans Home GPD Program
<b>Posting Date</b>	August 24, 2020
<b>Closing Date</b>	September 4, 2020
<b>Job Title</b>	Case Manager
<b>Type of Position:</b>	<b>Full-time</b> <span style="float: right;"><b>Part-time X</b></span>
<p>Applicants may apply @ <a href="http://www.alstonwilkessociety.org">www.alstonwilkessociety.org</a> by completing the online application (include resume) and faxing to (866) 647-5998 or mail to: 3519 Medical Dr., Columbia, SC 29203, or email <a href="mailto:hrdepartment@aws1962.org">hrdepartment@aws1962.org</a> to Attn: Toi D. Reid-Worley, Director of Human Resources. Internal applicants may apply by submitting a letter of interest and an updated resume.</p>	
<b>GENERAL DESCRIPTION</b>	
<p>Under the direction and supervision of the Director of VA Facilities and Program, to provide outreach and case management services to the residents of the AWWH. The Case Manager will provide individual case management. 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</p>	
<b>SKILLS AND EDUCATION REQUIREMENTS</b>	
<ul style="list-style-type: none"><li>• Communicating effective orally and in writing</li><li>• Computer literacy</li><li>• Proficient in HMIS data entry and reporting features</li><li>• Three years of job related experience working with low-income populations, preferably with veterans and/or homeless populations</li><li>• An approved writing sample exemplifying clinical documentation will be required for employment</li><li>• State-licensed Master of Social Work with a combination of mental health counseling and/or substance abuse counseling certifications such as SAC (Substance Abuse Counselor) or CAC (Certified Addictions Counselor).</li></ul>	
<b>LICENSES AND CERTIFICATION</b>	
<ul style="list-style-type: none"><li>• Valid Driver's License and proof of insurance</li><li>• Proof of Auto Liability Insurance if required</li><li>• Proof of education and credentials will be required for employment</li></ul>	

APPROVED BY: S. Anne Walker, Executive Director

**EOE/AA**