

Adolescent Skills Center South & West  
Case Manager Job Description

**Position requires a Bachelors Degree in Social Work/Psychology or related discipline, Masters Degree preferred, plus 2 years experience with SED adolescents. Bi-lingual preferred. Must possess excellent communication/writing skills. Job duties are as follows:**

1. Makes initial assessment of services needed for Adolescent Skills Center South (ASCS & West) participants within thirty (30) day of acceptance to the program.
2. Develops long and short term goals for ASCS and West participants.
3. Provides effective case management services to ASCS and West participants.
4. Responsible for accurate caseload entries and other assigned record keeping.
5. Develops and facilitates informational workshops.
6. Completes assignments in a timely manner
7. Appropriately and effectively interacts with collaborating agencies.
8. Appropriately and effectively interacts with agency personnel.
9. Attends supervision and case conference meetings.
10. Makes home field visits when necessary.
11. Demonstrates willingness to work flexible hours on non-routine basis as needed.
12. Assist Program Director with program presentations.
13. Time, attendance and punctuality.

Send resumes to: [ARoman@mhaofnyc.org](mailto:ARoman@mhaofnyc.org)