

Specialized Case Management Supervisor

RHD/Ridge Center is excited to open a new Specialized Case Management Department working with homeless men within the Ridge Center. This department will provide specialized Case Management to target populations, especially those most likely to benefit from the Federal government's Rapid Re-housing initiatives. The Supervisor will lead a team of 3-4 bachelor level Case Managers.

Responsibilities required are:

- Supervise the Full time and Part time Specialized Case Managers
- Administer all requirements and documentation within HMIS and the hardcopy files.
- Carry a caseload of no more than 5 consumers. These consumers will present complications, special needs, etc.
- Ensure implementation of specialized OSH Case Management Standards
- Conduct weekly staff meetings and staff supervision
- Meet requirements for OSH (Office of Supportive Housing), HMIS (Homeless Management Information System), CARES (Cross Agency Response for Effective Services), HPRP (Homeless Prevention Rapid Re-housing Program) data collection systems
- Troubleshoot and problem solve consumer, staff, and other shelter issues
- Hire, orient, and train new case management staff
- Strongly performance manage Case Managers who are not meeting the standards and expectations of OSH and RHD
- Insure Case Manager coverage of non-traditional business hours (evenings and weekends)
- Provide on-call support to Case Managers via telephone during these non-traditional hours

The requirements are:

- Masters degree in Social Work (MSW applicants only)
- Past Supervisory experience
- Strong background in using management information systems. Preferred knowledge of HMIS
- Knowledge of case management. Preferred knowledge of homelessness, mental health, and/or addictions

The salary is low to mid 40's with a comprehensive benefits package after three months of employment.

If you meet the qualifications, please send a resume and cover letter to Ms. Caroline Stein at carolines@rhd.org (e-mail) or 215-951-0313 (fax)