



# FIRST STEP FAMILY SUPPORT CENTER

323 EAST 6<sup>TH</sup> STREET • PO Box 249, PORT ANGELES, WA 98362 • (360) 457-8355

<b>Job Title:</b> Case Manager
<b>Work Location:</b> Port Angeles, WA and surrounding area,
<b>Program:</b> Parent Child Assistance Program (PCAP)
<b>Hours:</b> Full time Mon-Fri 8:00-5pm, varied based on client need
<b>Salary:</b> Starting at \$17 until fully trained
<b>Benefits Package:</b> Sick and Vacation Leave, Medical Reimbursement up to \$3600/year

## **Position Summary**

PCAP is an intervention for high-risk women and their families. The case manager will provide direct outreach, home visiting and advocacy services to women who have used alcohol and/or drugs during their pregnancy. Case management is extended other children and family members when desired.

## **Position Duties and Responsibilities**

- Manage a caseload of 15 to 20 clients and their families
- Perform case management activities according to PCAP policies and procedures
- Assist clients in setting goals based on their individual needs assessments
- Conduct home visits at least twice per month, provide transportation on occasion
- Work closely with other community service providers to coordinate services
- Provide outreach services to locate missing clients and engage them in the program
- Participate in scheduled supervision, staff meetings and required training
- Collect and enter data online, keep client files, other duties as assigned

## **Education and Work Experience Requirements**

- Minimum Bachelor's Degree in Psychology, Social or Human Services required and two years of community-based experience, Maintain confidentiality
- Must attend 2 to 3 day out of area training, Have strong communication skills
- Demonstrated ability to work effectively with high-risk mothers and their families
- Individuals in recovery must a demonstrated minimum of six years clean and sober living.

**Physical Requirements (Successful applicant will)**

- Have the ability to safely and successfully perform the essential job functions consistent with federal, state and local standards, including HIPPA compliance and pass a background check
- Ability to maintain regular, punctual attendance, talk, listen and speak clearly on telephone
- Must be able to lift and carry up to 20lbs and navigate stairs
- Have dependable vehicle, current driver's license and auto insurance

**Please submit resume and cover letter to: [employment\\_fstep@olyopen.com](mailto:employment_fstep@olyopen.com).**

**No phone calls, please.**

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