



FIRST STEP FAMILY SUPPORT CENTER

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

Job Title: Case Manager
Work Location: Port Angeles, WA serving Clallam and Jefferson Counties
Program: Parent Child Assistance Program (PCAP)
Reports to: PCAP Clinical Supervisor
Hours: Full time Mon-Fri 8:00-5pm, varied based on client need
Salary: \$19 - \$22 per hour
Benefits Package: 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 to other children and family members when desired.

Position Duties and Responsibilities

- Manage a caseload of 15 to 20 clients and their families
- Assist clients in setting goals based on their individual needs assessments
- Provide outreach services to locate missing clients and engage them in the program

Education and Work Experience Requirements

- Bachelor's Degree required and two years of community-based experience
- Maintain confidentiality
- Individuals in recovery must have 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
- Lift and carry up to 20lbs and navigate stairs, have dependable vehicle, have current driver's license and auto insurance

Please submit resume and cover letter to: employment_fstep@olypen.com.

No phone calls, please.

This job description is our best approximation of the job and is subject to change.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office or Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). First Step Family Support Center is an equal opportunity provider and employer.