



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: 30 hours weekly Mon-Fri 8:00-5pm, flexibility based on client need
Salary: \$20 - \$24 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, drugs and/or had MAT therapy during their pregnancy. Advocacy can be extended to other children and family members.

Position Duties and Responsibilities

- Caseload up to 20 clients setting goals based on their individual needs assessments
- Perform activities according to PCAP policies/procedures <https://pcap.psychiatry.uw.edu/>
- Conduct home visits at least twice per month, provide transportation on occasion
- Coordinate services with other community service providers
- Provide outreach services to locate missing clients to engage them in the program

Education and Work Experience Requirements

- BA/BS and two years of community-based experience, Motivational Interviewing a plus
- Maintain confidentiality, have strong communication skills, 42 CFR Part 2 awareness
- Work effectively with high-risk mothers and their families, understand Harm Reduction

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
- Lift/carry 20lbs; navigate stairs, have dependable vehicle, valid driver's license & auto insurance

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

No phone calls, please.

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

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