



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: 40 hours weekly Mon-Fri 8:00-5pm, flexibility based on client need
Salary: \$20 - \$24 per hour
Benefits Package: Sick and Vacation Leave, 11 paid holidays, Medical Reimbursement up to \$3,600/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@firststepfamilysupport.org

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

We are committed to creating and sustaining an inclusive culture that promotes and values diversity, reflects the diversity of the communities we serve, and where everyone feels empowered to bring their authentic selves to work every day. We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender expression or identity, national origin, age, disability, genetics, ancestry, ethnicity, marital status, veterans' status, citizenship status, or membership in any other group protected by federal, state, and local law. We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants, people with disabilities, members of the LGBTQ+ community, veterans, and individuals with diverse cultural backgrounds and language abilities. In addition to federal law requirements, First Step Family Support Center complies with applicable state and local laws governing nondiscrimination in employment.