



## **Job Vacancy**

**Position:** Case Management Assistant, Part-time  
**Location(s):** Supportive Housing Scattered Sites Program, Nassau County

***At Options for Community Living, Inc., individuals with psychiatric disabilities live, learn, and develop their potential in an environment that respects personal choice.***

### **Duties:**

The part time case management assistant will coach and encourage tenants in self-advocacy and self-management. Provide frequent contact and monitoring of progress and accompany tenants on clinical and supportive service appointments. Assist case manager during client intervention and participates in case conferences and assist with maintenance of documentation/client files.

- Coach and encourage consumers in self-advocacy and self-management
- Provide frequent contact and monitoring of progress
- Accompany consumers on clinical and supportive service appointments
- Assist case managers during some client interventions
- Participate in case conferences
- Assist with maintenance of binder/client files

### **Minimum qualifications:**

Must be able to read and comprehend program materials (8<sup>th</sup> Grade Reading Level or higher). Must have adequate interpersonal skills in order to motivate and assist others. Must be able to communicate knowledgably about the local services and the systems of care. Should be reflective of the population being served with one year of active participation in mental health self-help activities, peer support or peer advocacy program or recipient run organizations or similar programs. NYS OMH Academy of Peer Services certification preferred, or willing to complete certification within 6 months of hire.

### **Work Schedule:**

Tuesday 9:00 AM – 4:00 PM  
Thursday 11:00 AM – 7:00 PM  
Saturday 9:00 AM – 4:00 PM

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Fax your resume to: **(631) 361-7087**

E-mail your resume to: [jobs@optionscl.org](mailto:jobs@optionscl.org)

For more information, call **(631) 361-9020 ext. 1105**