

BETHESDA HOUSE OF SCHENECTADY, INC.

Job Description: Case Manager Intern ~ Rep Payee Program
Responsible To: Director of Program and Case Management Services
Status: Part Time- Internship- 20 Hours a week-
Thursdays 12:00pm-2:30pm (*MANDATORY*)

Function:

The Case Manager Intern ~ Rep Payee is responsible for the Representative Payee Program and provides triage and crisis assistance to agency consumers. As part of the Representative Payee Financial Management Program, this position's primary responsibilities are to assist individuals on monthly Social Security Income to develop and manage a monthly budget to assure they maintain housing.

Specific Duties/Responsibilities:

- Input data for the homeless populations served and those participating in the representative payee program into the Homeless Management Information System (HMIS).
- Network with staff from program collaboration initiatives
- Maintain confidentiality; maintain appropriate boundaries; utilize required reporting formats (including HMIS) and turn in reports as required.
- Rep Payee check distribution process.
- Communicate both in verbal and written form on the behalf of the Rep Payee client.
- Maintain interactions/relationships with guests within the confines of appropriate professional boundaries and follow confidentiality policies.
- Adhere to the agency's policies and procedures as well as the personnel manual.
- All other duties as assigned.

Qualifications:

- Associates Degree in Human Services or related field with two to five years' experience providing services to the homeless or related human services, *OR* currently pursuing a degree in Human Services.
- Interest and/or experience in working with client's who are difficult to engage and maintain in traditional mental health programs and other service programs.
- Strong written and verbal communication skills.
- Computer literacy.
- Demonstrated resourcefulness, work independently, take initiative
- Valid, clean NYS Driver's License.

Essential Functions:

- Ability to work with computers including the ability to work with automated output and the ability to enter and analyze data in automated systems.
- Ability to work with financial/statistical data.
- Ability to work 20 hours a week during normal business hours.

- Ability to effectively handle conflict
- Ability to effectively and efficiently work in a fast paced environment.
- Ability to effectively communicate (both orally and in written form) with peers, guests, and superiors.
- Ability to represent the agency in a professional manner to all parties with which she/he comes into contact.