



Job Description

DUTIES: The GPD Case Management (CM) position is to provide services for the retention of housing by Veterans who were previously homeless. Candidates must have experience working with Homeless Veterans.

Scope of job duties:

Case Manager will monitor the quality of care of all Veterans on caseload. Monitoring will include visits and clinical services. Case Manager is responsible for scheduling all appointments, including contacting responsible parties to coordinate appointments, giving directions as needed or arranging transportation and confirming all appointments 24-hours in advance. Case managers will need to monitor attendance and follow-up with letters/telephone calls if Homeless Veterans fail to keep an appointment. Case Manager shall assume responsibility for coordinating and scheduling all psychiatric evaluations, psychological assessments and ensuring that all Homeless veteran appointments are confirmed in advance with the primary care physicians Case Manager will advocate for the Homeless Veterans at meeting with multi-disciplinary. Case manager will perform Quality Assurance Reviews for all Homeless Veterans on caseload. Preparing and maintaining case record documentation to include case management notes, quarterly report reports, and other assigned duties. Provide financial counseling for veterans.

Veterans welcome to apply.

Performance other assigned duties.

Attend suicide prevention training

Maintain Case Files

Have at least 10-20 cases per month

Able to travel to both counties Broward and Dade

Must have background check

Verification of eligibility status (i.e., SQUARES report, DD214)

Individual service plan (ISP) updated quarterly

Incident reports of sentinel events within 24 hours of occurrence.

Must write and communicate well.

Job Type: Full-time

Salary: \$40,000.00 to \$45,000.00 /year