



## **DESC Job Description -**

Page 1 of 2

Open: May 26, 2009  
Job Title: **Intensive Case Manager - HOST**  
Supervised by: HOST Team Supervisor  
Salary: \$31,815-\$35,943 CM I – DOQ, Exempt Position  
\$36,450-\$40,570 CM II – DOQ, Exempt Position

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### **JOB DEFINITION**

The HOST Intensive Case Manager is a member of a multi-disciplinary team responsible for providing outreach, engagement and on-going case management services to homeless and mentally ill adults. Some services will be facility-based, but many will be provided on the streets, in shelters and service centers as assigned.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Participate as a member of a multi-disciplinary team providing outreach, engagement and on-going intensive case management services to a small case load of homeless adults with severe & persistent mental disorders and/or co-occurring mental health/substance use disorders.
- Conduct intake evaluations and mental health assessments; with client participation, develop support and treatment plans; facilitate linkages to long-term treatment resources when appropriate.
- Assume primary responsibility for coordinating all aspects of clients' support and treatment plans. This includes providing and/or coordinating the following: survival services with a focus on access to food, shelter and clothing; fastest possible acquisition and stabilization of housing; acute and ongoing medical care, psychiatric treatment, financial assistance, criminal justice system coordination, and substance abuse treatment.
- Advocate for clients' access to community resources and services, ensuring that clients' needs are met and rights maintained; consult and collaborate with community providers to ensure continuity of care.
- Develop and maintain strong collaborative relationships with DESC staff and other service and resource organizations to ensure full continuity of care for clients.
- Interact with general client population; intervene in crisis situations with individual clients and screen clients for HOST eligibility when appropriate.
- Participate in education of service community regarding the needs of homeless clients with mental illnesses/co-occurring disorders, techniques of engagement and service provision.
- Provide outreach and engagement services, as assigned, on the streets, in shelters and, on occasion, in outlying King County areas. Efforts are balanced between initial outreach and follow-up activity.
- Develop and maintain cooperative relationships with current programs providing services for homeless and mentally ill persons. Encourage development of new services.
- Participate in psychiatric consultation, supervision, program meetings and in-service trainings; participate in clinical reviews and case conferences for clients on caseload.
- Comply with the agency's clinical accountability policies and procedures; maintain current and complete clinical records; participate in quality assurance reviews when assigned.
- Comply with applicable program research and evaluation procedures.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- For Case Manager I: BA degree in a social or behavioral science or relevant field. Equivalent relevant experience may be substituted for degree requirement, if necessary to meet specific staffing needs.



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- For Case Manager II: Masters degree in a social or behavioral science or relevant field AND two years post-graduate experience with chronically mentally ill adults who have similar backgrounds as DESC clients. Equivalent relevant experience may not be substituted for degree requirement.
- Interest or experience in working with clients who are difficult to engage and refer to traditional programs.
- Proof of Washington Registered Counselor Status, and/or other relevant professional registration/license.
- Ability to communicate and work effectively with staff from various backgrounds.
- Must have a Washington Driver's License and if have a car, current auto insurance.
- Subscribe to the philosophy of cooperation and continuity across programs and of consideration and respect for clients.
- Experience working with adults who are homeless, have a mental illness and substance abuse
- MSW or relevant Masters degree, Bi-lingual English/Spanish, but not required.
- Mental Health Professional preferred

### **APPLICATION PROCEDURE**

**E-mail a Cover Letter and Resume (in Word document) to [hr@desc.org](mailto:hr@desc.org), or mail to **DESC-ICM ATTN: Human Resources, 515 3rd Avenue, Seattle, WA 98104**, or fax to **(206) 515-1501**.**

The Downtown Emergency Service Center is committed to diversity in the workplace, and promotes equal employment opportunities for all staff members and applicants. The Agency will not discriminate against any employee or applicant for employment on the basis of race, creed, color, sex, sexual orientation, age, national origin, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women and minorities are encouraged to apply.