**Reports To:** Respite Care Program Manager

**Purpose:** [CHC] seeks a Respite Case Manager to provide comprehensive case management for [CHC] clients, assisting with benefit acquisition, housing, and linkages with appropriate ongoing community support services.

**Primary Responsibilities:**

1. Case Management Services
   1. Develops comprehensive individual care plans and goals for the client with input from the other Respite Care Team members and the client.
   2. Obtains appropriate community resource information and makes referrals as indicated.
   3. Maintains ongoing contact with client during Respite stay.
   4. Provides and documents case management activities according to agency policy. These activities may include (but are not limited to) transporting clients, providing advocacy within the community, making community referrals, assist with housing acquisition, life skills building, identification and benefit acquisition.
2. Collaborative Activities
   1. Participates in planned meetings of the Respite Care team and selected meetings with collaborating facilities.
   2. Becomes informed about health, mental health, substance use, and case management issues within the homeless population.
   3. Becomes informed about other collaborating agencies providing services to homeless individuals.
   4. Becomes informed about [CHC] programs and services.
3. Program Policy Development
   1. Assists with consistent implementation of program policies.
4. Offers constructive suggestions for program change.

**Qualifications Summary:**

1. Bachelor’s degree in a human services related field preferred.
2. Related experience or a combination of education and experience may substitute for degree.
3. Medical experience is highly preferred.
4. Able to pass automobile insurance carrier’s motor vehicle record investigation.