



Building  
communities  
one life  
at a time

**Mosholu Montefiore Community Center**

3450 Dekalb Avenue Bronx, NY 10467

Phone: 718. 882.4000 | Fax: 718. 882. 6369 | [www.mwmcc.org](http://www.mwmcc.org)

## **Job Announcement: Case Manager**

For ABM Program

Status: Part-Time

Reports to Program Director

**Hourly Salary:** \$19.24 - \$24.04 commensurate with education and experience

**Schedule:** Day shift, Morning shift, Monday – Friday, and Alternating Saturdays as needed

### **Benefits include:**

- Paid Sick Time
- Employee Assistance Program
- Professional Development Assistance
- Paid Pre-Natal Leave
- **Great** work environment

The Mosholu Montefiore Community Center (MMCC) is a vital community resource that changes the course of lives of Bronx and Manhattan residents to a degree not otherwise possible. Each year, we serve more than 35,000 preschoolers, school-age children, teens, adults, and senior citizens through our support, enrichment, education, and recreation programs, expanding their opportunities to live full, productive lives.

We have a family-like working atmosphere where everyone works as a team. Join us in building communities one life at a time and build relationships that last a lifetime.

At ABM, we are seeking a Part-Time Case Manager to work approximately 20 hours per week in our Washington Heights location, who has experience advocating, supporting, stabilizing, and working with those who are most in need. The Case Manager would be adaptable, being comfortable working independently to help vulnerable members of society gain access to the social services they need. Duties include, but are not limited to, assessing, planning, implementing, monitoring, and evaluating actions required to meet the client's health and human services needs.

### **Job Description:**

- Accomplish client care by assessing needs; developing, monitoring, and evaluating progress; facilitating interdisciplinary approaches



- Gain background information and obtain information, such as the client's previous experiences, family history, medical and psychiatric history, and social support network
- Use background information to evaluate any unmet needs and to obtain information on what services the client is currently receiving
- Develop a comprehensive picture of clients' lives
- Maintain client records by reviewing case notes, logging events and progress
- Other duties as assigned

### Requirements:

- A bachelor's degree is required, preferably in Psychology, Counseling, Special Education, Social Work, or a related field with transferable skills
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Bilingual (Spanish) preferred
- Strong organizational skills with the ability to multi-task
- Ability to perform physical tasks such as sitting, standing, walking, and climbing stairs for extended periods, in both indoor and outdoor environments, and in all weather conditions.
- Proficiency in MS Office (MS Excel, Publisher, and PowerPoint in particular)
- Must have your own reliable means of transportation and be willing to commute to various settings to meet with a circle of support and the identified client (i.e., family homes, Adult Residential Facilities, day programs, schools, hospitals, etc.)

**To Apply:** Send your resume and cover letter to Christopherlie Roger, Director of Support Services, [croger@mmcc.org](mailto:croger@mmcc.org) and Iysha David, ABM Program Director, [idavid@mmcc.org](mailto:idavid@mmcc.org) Your cover letter must address your interest in MMCC, your qualifications for this position, and salary requirements.

*We are looking for individuals with a high level of maturity, respect for others, the ability to work on a team, and an appreciation for a multicultural workplace*

### **EQUAL OPPORTUNITY EMPLOYER. DRUG FREE WORKPLACE**

MMCC is an equal opportunity employer that is committed to cultural competency, diversity, and inclusion and values the ways in which we are different. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other characteristic protected by the applicable law.