

## **SOAR Disability Case Manager**

### **General Description:**

The SOAR Disability Case Manager will implement and sustain the Homeless ID project for individuals ages 13 and older in Baltimore County who are homeless and have a mental illness or co occurring mental illness and substance use disorder. This position reports to the Outreach Coordinator. Schedule: Full-time days

### **Required Education, Knowledge and Skill Abilities to Perform Essential Job Functions:**

**\*Experience in SOAR Case Management is required.** A Bachelor's degree in mental health, human services, human relations, social work, psychology or a related field is required. In addition, experience in working with special populations is required. Candidate must have a minimum intermediate level skill set in usage of the Internet and Microsoft Office. The ability to work as part of a team is necessary. A good driving record is also essential. Also, this position requires excellent verbal and written communication skills, and the ability to meet aggressive monthly, quarterly and annual outcomes. Finally, one must have the capacity to respect individual choice and understand the abilities, limitations and desires of clients.

### **Summary of Essential Functions, Responsibilities and Duties**

- Ensures individuals have access to funds to obtain state identification cards and birth certificates
- Provides entitlement assistance including: SSI/SSDI using SOAR principles and techniques to achieve approval
- Assist individuals to apply for other entitlements such as food stamps, PAC, energy assistance, etc.
- Submit Homeless ID Project monthly data report to Baltimore Mental Health Systems, Inc. (BMHS) no later than 5 business days after the end of each month
- Submit SOAR/Entitlement Project monthly data report to BMHS no later than 5 business days after the end of each month
- Obtain written consent from consumers to track outcomes sent to BMHS & MHA
- Must attend a two day Stepping Stones to Recovery SOAR training sponsored by MHA, complete SOAR certification process, and obtain full certification within 6 months of the 2-day training
- Attend an annual SOAR refresher training and three to four SOAR workshops sponsored by MHA
- Participate in local SOAR work group meetings
- Ensure fiscal compliance with agency equipment, vehicles and funds
- Ensure client records are complete and in compliance with all required standards
- Perform other duties as requested by Supervisor

**If you are interested in this position visit our website at [www.prologueinc.org](http://www.prologueinc.org) and click on the Employment Tab and select this position. You must complete the online application in its entirety; all fields must have requested information. Incomplete applications will not be considered. You may also fax a resume to (410) 653-6566, Attn: Human Resources. However a completed application will be required to continue in the process.**