



**The Institute for Human Services**  
Ending the Cycle of Homelessness

# General Case Manager

**Job Type:** Full-time

## Responsibilities

Provide short term case management, crisis counseling, supportive counseling and referrals of guests to community resources to help develop skills and end homelessness. Emphasis will be placed on the medical needs of guests and non-guests referred by Wellness Clinic. Ensure documentation of services through progress notes that meet agency standards. May be asked to facilitate groups that educate and support our guests.

## Requirements

### Required Education and Experience

At least 2 years of experience in the delivery of case management services with a Bachelor's Degree preferred with a minimum of 12 semester credit hours in Behavioral Science Coursework (i.e. psychology, social work, criminal justice etc). Experience of 2-3 years working with population may be substituted for Bachelor's education in some cases, depending on experience. Knowledge about healthcare and substance abuse service systems is preferred. Working knowledge of community resources, mental health issues, substance abuse service systems, public health benefits and criminal justice systems to assist clients. Able to work under pressure and handle a large volume of cases.

For questions, please email [HumanResources@IHSHawaii.org](mailto:HumanResources@IHSHawaii.org).