

Date Posted: 2/18/2011

**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

**Job Title:** Case Manager – Portland Help Center

**Employer/Agency:** Spurwink Services (Portland, ME)

**Job Description:**

- Provide intake/assessment when clients are referred.
- Facilitate Individual Service Plan team meetings and develop a plan of care (ISP) for the adult with input from the team. Plan will include a crisis plan.
- Oversee implementation of ISP, monitor and document progress.
- Maintain regular contact with team members and other community professionals involved with client.
- Ensure that clients and families are aware of all community services and resources. Assist families in accessing resources.
- Advocate for clients and families.
- Provide family support through phone contact and face-to-face meetings.
- Participate in individual & group supervision.
- Know and comply with policies and procedures.
- Maintain a current Maine driver's license and a clean driving record as outlined in Spurwink's Driving Policy.
- Participate in relevant trainings.
- Maintain records and documentation as required by Spurwink or State Agencies.
- And, those other assignments appropriate to the position as determined by the Program Director or Program Supervisor.

**Qualifications:** **Minimum Educational Requirements:** Bachelor's degree from an accredited four (4) year institution of higher learning with a specialization in counseling psychosocial work, special evaluation or closely

related field with conditional MHRT/C or full MHRT/C certification.

**Minimum Experience Requirements:** Four years experience in a related field required.

**Minimum Physical Requirements:** Must be able to go up and down stairs, bend and lift.

**Salary/Hours:** Hourly position

**Employer/Agency:** Spurwink Services  
**City, State, Zip:** Portland, ME

**Application Method:** Apply online at  
<http://spurwink.iapplicants.com/ViewJob-149521.html>

**Opening Date:** Immediately

*If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.  
Thank you*