

New Horizons  
Community Mental Health Center, Inc.

**PATH**  
**JOB TITLE: Outreach Worker/Case Manager**

**Job Summary:** The overall responsibilities include conducting outreach activities, identifying community resources, providing information and referral services, and assisting active clients in completing the PATH Program. This position requires the ability to work with individuals with a history of homelessness, meet monthly goals, exercise good judgment, and coordinate with a wide range of service organizations and work flexible hours.

**ELIGIBLE**

1. Bachelor's degree in a related field.
2. Project a professional demeanor.
3. Previous experience with social services and/or homeless programs.
4. Proficiency in Microsoft office software particularly excel.
5. Highly motivated self-starter, with proven ability to develop creative solutions.
6. Ability to work both individually and as part of a team.
7. Must maintain and execute confidential information.
8. Ability to interact with diverse clientele.
9. Maintain regular attendance.

**RESPONSIBILITIES**

1. Performs outreach services contacting individuals experiencing severe mental illness and who are homeless or at risk of becoming homeless in all places where they congregate in the geographic area under contract such as street, homeless shelters, feeding programs.
2. Conduct eligibility screenings and needs assessment with identified population.
3. Motivate and encourage clients to adequately access community services.
4. Support and educate community members involved in their neighborhood.
5. Make home and field visits.
6. Outreach will attend community meetings and develop relationships with local organizations and service providers.
7. Link clients with appropriate community service agencies.
8. Provide advocacy to assist clients in accessing services and resources.
9. Complete and submit monthly tracking log and monthly report.
10. Input outreach data in HMIS system on regular basis.
11. Work flexible hours.
12. Provide services to individuals who suffering from serious mental illness; or persons with co-occurring serious mental illness and substance use; and are homeless or at imminent risk of becoming homeless (PATH enrolled clients).

ALL interested candidates please submit the resume to the following:

New Horizons Community Mental Health Center, Inc.  
Eduardo Suarez, MS, Deputy Director of Clinical Services  
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