



# YMCA of Reading and Berks County

## Job Posting

Title: Bilingual Case Manager Assistant  
Req #: 18-121  
Location: Reading  
Status: Part Time (various hours, evenings and weekends)

### POSITION SUMMARY:

Case Manager Assistant oversees the housing floors and clients in transitional housing programs for people with substance use disorders.

### ESSENTIAL FUNCTIONS:

- Is responsible and accountable for monitoring of entire floor of housing programs as scheduled.
- Adheres to all assigned house work schedules and assists in all activities.
- Interacts with program clients and behaves in a fashion which serves as a role model.
- Attends weekly house meetings and staff meetings as required.
- Assists the Case Manager in providing clients with orientation regarding the house rules and regulations.
- Oversees chore assignment, completion and room inspections.
- Monitors the clients' adherence to the house rules and reports all violations immediately to the Case Manager. Assigns and enforces restriction and/or consequences for rule violations.
- Conducts client bed checks.
- Maintains a daily written log regarding house and client activity and submits to the Case Manager for review and consultation if necessary.
- Conducts and observes regular drug and alcohol screens
- Responds to crisis situations according to established guidelines and informs the Case Manager of all crisis situations immediately.
- Meets with the Case Manager and/or Housing Director regularly and provides updates regarding client activities and the condition of the house.
- Abides by the organizations Risk Management and Safety requirements.

### QUALIFICATIONS:

- Person may not have any current open legal charges but may be on probation.
- Persons in recovery from chemical addiction with at least two (2) years continuous sobriety preferred. If self-diagnosed as recovering addict, must remain clean and sober; maintain sobriety and active program of recovery to provide positive role modeling.
- Must commit to ongoing recovery
- Submit to random urine screens
- Ability to communicate positively and professionally using the English and Spanish Languages, both spoken and written
- Ability to demonstrate good decision making skills, flexibility, emotional maturity, a positive outlook, respect, and a professional attitude toward all clients and staff
- Ability to communicate positively and demonstrate enthusiasm

**To apply for this position, please send your resume to: [careers@ymca-berkscounty.org](mailto:careers@ymca-berkscounty.org) and indicate the job title AND Req # of the position in the subject line of the email.**

For more information about the Reading and Berks County YMCA please visit our website!  
[www.ymca-berkscounty.org](http://www.ymca-berkscounty.org)

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