



The Life Foundation and CHOW Project Position Description

OPEN POSITION:

Case Manager

For Law Enforcement Assisted Diversion (LEAD) Pilot Program
The Community Health Outreach Work (CHOW) Project & Life Foundation

The Community Health Outreach Work (CHOW) Project is dedicated to serving individuals, families and communities adversely affected by drug use, especially people who inject drugs, through a participant-centered harm reduction approach. CHOW works to reduce drug-related harms such as but not limited to HIV, hepatitis B/C and overdose. CHOW supports the optimal health and well-being of people affected by drug use throughout the State of Hawai'i.

The Law Enforcement Assisted Diversion (LEAD) is a pilot program of the CHOW Project designed to help the Honolulu Police Department divert individuals engaged in low-level drug offenses from the criminal justice system to case management services. These clients will be provided goods and social services that are hoped to help keep them out of the criminal justice system.

- I. **SUMMARY OF POSITION:** Regular, full-time (1 FTE) position with the CHOW Project located in Honolulu, Hawai'i. Salary is commensurate with experience.
The goal of LEAD Case Manager is to work collaboratively with the LEAD participant on integration into the community and enhance their quality of life. The Case Manager will provide client-centered case management to participants referred by the Honolulu Police Department who meet eligibility criteria for Diversion. They will work intensively with participants to obtain needed community resources that will support their recovery, health, functionality, and well-being.
- II. **SCOPE OF POSITION**
 1. **Reports to:** Policy and Contracts Manager
 2. **Supervises:** N/A
- III. **MAJOR DUTIES & RESPONSIBILITIES**
 1. Engaging referred clients, building trusting relationships and individually tailored case management services.
 2. Collaborating with clients to develop an individualized service plan and helping clients achieve identified goals.
 3. Coordinating effective training of and engagement with front-line law enforcement officers to enlist their active participation in the diversion program; to familiarize officers with harm reduction principles; improve officer engagement, knowledge, and relationships with street-involved participants.
 4. Advocating for clients to gain access to a wide variety of community resources:

- i. Assist participants in gaining entry into service programs.
 - ii. Develop relationships with housing resources, and assist the participant in gaining access to appropriate housing.
5. Identifying gaps and barriers in available community resources and advocating for systemic changes.
6. Developing and maintaining client files for assigned caseload according to agency and contract requirements.
7. Attend monthly, operational workgroup meetings to discuss the status of LEAD program, and when necessary get, get input and assistance from operational partners with particular participants.
8. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Graduation from high school required (or GED) and Bachelor's Degree and/or advanced degree strongly preferred.

Experience: Experience in street outreach and harm reduction preferred.

Abilities, Knowledge, and Skills: Ability to work with people with addiction, mental health diagnosis and the homeless with compassion, respect and non-judgment required. Basic computer skills required, including Word. Knowledge of addiction and injection drug use a plus. Knowledge of HIV, viral hepatitis and STDs preferred. Understanding of addiction and harm reduction preferred.

Physical and/or Medical Demands: Ability to walk long distances to meet with clients required.

To apply, please send resume and cover letter to:

The CHOW Project
677 Ala Moana #226
Honolulu, HI 96813
Fax: 808-853-3274
Email: dabitbol@chowproject.org