



CASE COORDINATOR - ATP

REPORTS TO: Program Supervisor

TOTAL HOURS: 37.5 Hours per week/Full-Time

RATE OF PAY: \$21.02/hr

DEPARTMENT: Apartment Treatment Program

LOCATION: East Rockaway/Farmingdale

EEOC STATUS: Non-Exempt/Service Worker

SAIL does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expressions, national origin, age, disability, veteran status, marital status, or based on an individual status in any group or class protected by applicable federal, state or local law. SAIL welcomes and encourages applications from minorities, women, the disabled, protected veterans, and all other qualified applicants.

General Description

Responsible for providing supportive counseling and providing training in independent living skills to residents of the Apartment Treatment Program

Duties and Responsibilities

- Provides training in independent living skills, including how to be responsible tenants and maintain psychiatric stability.
- Coordinates the admission, movement and discharge of residents within the Apartment Treatment Program.
- Provides direct, face to face services and visits assigned residents weekly in the field. (ideally 5 times a month)
- Participates with the resident in the development, evaluation, and modification of individual's service plans and develop strength based individualized goals.
- Provides education, linkages, and/or referrals to clinical services, programs, vocational resources, and opportunities.
- Assists with the training and monitoring of residents in self- administration of medication. Responsible for learning about medications and side effects.
- Assists residents in establishing vocational/educational goals.
- Assists residents in improving socialization skills.
- Organizes and participates with residents in recreational activities.
- Provides crisis management and case management services. Includes making collateral contacts.
- Provides supportive counseling.
- Participates in Utilization Review Process.
- Ensures fire safety equipment is installed in apartments and is in working condition; also teaches consumers to utilize this equipment, Fire Safety protocol and Disaster Planning Program.
- Conducts routine apartment inspections to determine what repairs are needed. Reports problems to appropriate personnel and follows through with submitting work orders with supervisory approval as needed.
- Teaches consumers who to contact for emergencies including, but not limited to, medical, psychiatric, fire, lack of food, etc.
- Assists and/or demonstrates cleaning techniques to clients to improve independence.
- Assists consumers in utilizing community/neighborhood services.
- Provides transportation as needed, for shopping, medical appointments, recreation activities etc.
- Distributes residents Money Management and Personal Needs Allowance monies as indicated.
- Conducts apartment meetings with assigned residents at least four times a month or more often if needed.

- Attends bi-weekly staff meeting, weekly supervision and other agency meetings as needed.
- Attends work related workshops/conference as program schedule permits.
- Coordinates treatment team meetings.
- Notifies the appropriate supervisory personnel of any medical, psychiatric, or programmatic emergency.
- Participates in agency wide committees.
- Learns and adheres to all agency policies and procedures on an ongoing basis.
- Accepts and follows through on other duties and responsibilities as assigned.
- Responsible for completing all required documentation in a timely manner.

Qualification and Competencies

- High School Diploma plus five years’ experience in the Human Services Field OR An Associate’s Degree in Human Services plus three years of experience in the Human services field OR Bachelor’s degree in Human service related field
- Critical thinking and sound judgment skills are necessary.
- Ability to manage change in a fast-paced growing business environment.
- Computer/office equipment usage
- Ability to work independently and as part of a team.
- Demonstrates organizational and communication skills which would enable effective interaction with agency staff, consumers/clients/families, and the community.

Physical Demand and Working Conditions

- Heavy travel to various apartment/site locations or other office locations
- Provides transportation to clients in either personal vehicle or agency vehicle.
- May be responsible to physically assist clients move or transfer apartments.
- Assist and/or demonstrate cleaning techniques to clients to improve independent living skills.
- Moves about inside the office and off-site locations to access files, mail, file cabinets, office machinery etc.
- Lifting objects, items, charts, files to and/or from various site locations. Lifting weight capability 20 lbs.
- Possible use of Personal Protective Equipment (PPE) in necessary apartments and/or work site locations.

Special Conditions of Employment:

- Provides necessary information for Criminal background check/Fingerprinting process.
- Submit valid driver’s license, access to available car.
- Submit copy of current car insurance

This job description does not restrict management’s right to assign or reassign duties and responsibilities to this job and is subject to change at any time.

By signing this document, I hereby acknowledge the following:

I have received, read, and understand the above job description and requirements.

I understand that I have been provided the opportunity to discuss any questions regarding the information above and that I may continue to discuss or present any questions in the future.

I understand that any violation of the expected job duties stated above may be cause for disciplinary action up to and including termination.

Employee Name (PRINT):	Date:
Employee Signature:	

Supervisor/Director:	Date:
Human Resources:	Date:
Last Modified: 03/2026	