REDWOOD COMMUNITY ACTION AGENCY

**Youth Service Bureau Division**

**JOB ANNOUNCEMENT**

**JOB TITLE: CASE MANAGER / (THP-Plus Program)**

**STATUS: Fulltime, 37.5 hours per week. Health benefits after 2 months of employment; plus paid vacation, sick and holidays.**

**PAY RATE: $15.00/hour.**

**AVAILABLE: Mid-July**

**DEADLINE: Open until filled; interviews will take place as applicants are received.**

**APPLICATION PROCESS:**

REQUIRED employment applications and instructions for submitting your application materials are available at: [www.rcaa.org](http://www.rcaa.org) or 904 G Street, Eureka. Cover letter and resume are encouraged.

**PLEASE NOTE:** Late applications, incomplete applications or resumes without applications will not be accepted.

**POSITION PURPOSE**

Under the general supervision of the YSB Director or his/her designee, the THP+ Case Manager provides comprehensive case management to youth living in the “THP-Plus” supported housing program for foster/probation youth aging out of the system. This position will also provide support/case management to YSB residential staff and YSB clients who are runaways, homeless, at-risk, and their families, with a primary goal of family reunification, stable housing and prevention of referred youth entry into the juvenile justice system. The Case Manager and client will work in partnership to identify and attain goals in the areas of employment and education, self-sufficiency skills, health and wellness, relationships, professionalism and personal advocacy. The position requires carrying a caseload of, on average, 12 active youth and up to 12 aftercare youth cases; and working with a team that fosters positive transitions and impactful outcomes for participants. Most of the work performed under this position will be in the field meeting youth in their apartments, on the job, or out in the community.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks

* Create and deliver impactful service plans and direct assistance for youth that focus on achieving outcomes in the areas of education, employment, hygiene, apartment cleanliness, recreation, long-term housing, parenting, relationships and overall health.
* Conduct, at minimum, one-hour weekly meetings with all youth assigned to caseload to help participants identify and accomplish short and long-term goals.
* Coordinate with referral agencies, identify community resources, track participant’s progress, and develop creative ways for participants to practice and strengthen their independent living skills.
* For youth living in shared housing, conduct one-hour monthly roommate meetings to make sure that household bills are being paid, chores are shared evenly and to address concerns and conflicts that may arise.
* Help participants move into supported housing. This includes helping youth secure and transport furniture, shop for home necessities, and locate resources in their community.
* Ensure that apartments meet minimum cleanliness standards by conducting bi-monthly inspections.
* Support property management functions for the transitional housing program by acting as the link between program participants and the RCAA Property Manager and/or private Property Management company representative.
* Distribute monthly grocery money and transportation assistance to participants.
* Attend weekly supervision meetings with the YSB Residential Program Manager and clinical supervision with the Head of Clinical Services, and monthly Youth Services Division staff meetings.
* Enter all data on time and correctly to support program evaluation and outcomes tracking
* Ensure proper and timely documentation of services including written case notes
* Work collaboratively with colleagues across the organization, the Department of Health and Human Services/Child Welfare Services Branch, Probation Department, and other public and private agencies as directed.
* Maintain Title XIX (Medi-Cal) case notes, records and program compliance
* Be available to answer incoming calls and greet people at the door
* Other duties as assigned.

## JOB REQUIREMENTS

Knowledge of and Experience With:

* Working with youth who have mental health and substance abuse issues.
* Creating and delivering impactful service plans for participants.
* High level of personal accountability for the quality and impact of work.
* A youth development model, asset-based relationship building, and experience in motivating youth.

Ability To:

* Communicate effectively in written and oral form;
* Demonstrate strong clinical skills, and/or a desire to learn more about the effects of the child welfare system on the lives of youth and young adults.
* Work collaboratively, but with the capacity to work independently.
* Communicate/relate with individuals of various cultures, ethnicity, philosophical views, background, income levels and communication skills.
* Establish and maintain cooperative and effective relationships with agency staff, personnel of other agencies, funding source representatives and the local service population.
* Project professionalism at all times and maintains a professional standard regarding Code of Ethics Policies.
* Must be willing to provide written acknowledgement to insure and protect agency, employee, and client confidentiality and safety.
* Ensure and protect Agency, employee, program and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.
* Provide emergency field response and on-call after hours on a rotating basis. Ability to arrive to work within 30 minutes of receiving call.

**MINIMUM QUALIFICATIONS**

* Bachelor of Arts in social work, psychology or related field **OR**

*In lieu of academic prerequisites, a minimum of two (2) or more years of experience working with at-risk youth and families; preferably current and former foster youth; including crisis intervention and case management services (residential setting preferred), may be substituted on a year-for-year basis.*

* Must have excellent communication skills, professional demeanor, sound judgment, and strong organizational skills.
* Proficiency in Microsoft Office programs, particularly Word and Excel.

## OTHER REQUIREMENTS

* Must have means and capacity to perform job related duties with personal vehicle, as may be required, and must have proof of current automobile insurance.
* Possession of valid California’s Driver’s License with current DMV printout showing acceptable driving record.
* Submit to fingerprinting for criminal record clearance, background and child abuse index checks with acceptable results.
* Proof of current (within 1 year) negative TB test, or willingness to obtain one.
* Home telephone or other effective means of communication.
* Proof of required education (i.e. AA, BA, MSW, etc.)

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
* Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***