



Case Manager Job Description

<u>Job Title:</u>	Case Manager
<u>Department/Program Name:</u>	Health and Wellness Program
<u>Salary:</u>	\$20 - \$23/hour
<u>Classification:</u>	Full-time, non-exempt
<u>Hours/Benefits:</u>	37.5 hours per week with employer paid health and dental benefits, vacation and sick hours
<u>Reports To:</u>	Health and Wellness Program Manager

AGENCY DESCRIPTION

Based in San Francisco's Tenderloin District, the Vietnamese Youth Development Center (VYDC) is a multi-service agency offering services in employment and leadership training, education support and advocacy as well as individual and family counseling for immigrant and low-income youth and their families. The Center's programs help to divert youth by providing constructive activities that impact their world, increase their individual and cultural pride, as well as build community spirit. Founded over years ago, VYDC serves over 500 young people of all background each year.

PROJECT SUMMARY:

The Case Manager is responsible for providing individual case management to at-risk, high risk and in-risk systems involved youth in the justice system between the ages of and their families. The goal is to prevent and reduce juvenile delinquency among Tenderloin youth and Southeast Asian and Pacific Islander youth citywide by providing highly structured and well-supervised culturally competent services that focus on mental health issues, racial and social justice issues, family needs, educational and vocational skills deficiencies, substance abuse issues, gender and sexuality identity issues, and other concerns.

RESPONSIBILITIES

1. Provide case management, linkage, and referral of up to 30 youth for the year.
2. Assist clients with meeting individual service plan goals.
3. Develop and implement client-centered positive behavior plans and strategies.
4. Conduct home visits, attend court hearings and provide support to clients and their families.
5. Outreach and asses youth enrolled in VYDC programs
6. Develop collaborative relationships with community-based organizations in San Francisco
7. Support clients by linkage and referral to services and resources at VYDC and outside organizations.
8. Document well-written assessments, service plans, and progress made towards client goals according to program/department/agency/funder standards.

9. Maintain participant records, progress reports and evaluations.
10. Complete and submit program reports.
11. Attend grantor meeting, program training, and professional development training.
12. Participate and attend agency and program meetings and agency-wide events.
13. Quarterly evaluations of progress made toward client goals
14. Other duties as assigned by Direct Supervisor.

KNOWLEDGE AND QUALIFICATIONS

1. Bachelor's Degree in Psychology, Social Work, Counseling or related field OR two years or more of work experience.
2. Knowledge of interviewing and assessing clients.
3. Demonstrated experience working with at-risk and high-risk youth.
4. Strong interpersonal and communication skills, both one-on-one and in groups.
5. Self-starting, self-motivated and able to work within a team and on multiple tasks and meet deadlines.
6. Strong knowledge of services and programs for children, youth and families in San Francisco.
7. Strong organizational skills.
8. Must possess excellent leadership, interpersonal and time management skills.
9. A passion and commitment to the VYDC mission.
10. Bilingual in Southeast Asian language preferred.
11. TB and fingerprinting clearance required.
12. Strong self-care routine and support network

TO APPLY, Please submit a cover letter as to why you are interested in this position along with your resume via email or mail to **Mory Chhom** at mory@vydc.org or VYDC, 166 Eddy Street, San Francisco, CA 94102.

We are an Equal Opportunity Employer and committed to embracing diversity and consider all applicants for all positions without regard to color, ethnic background, religion, sex, gender identity, sexual orientation, national origin, age, disability, HIV/AIDS or veteran status.

VYDC mission is to empower underserved Asian-Pacific Islander and urban youth with the knowledge and confidence to define their future and reach their full potential. We do this by developing leadership skills, supporting academics, providing job opportunities, and strengthening relationships with family and community.