



EMPLOYMENT OPPORTUNITY

POSITION: Case Management Specialist II
LOCATION: King City & Greenfield
\$18.79-20.91
HOURS: Full time 40 hours Bilingual
APPLY BY: Will accept applications until filled
APPLY AT: dvelasquez@sunstreet.org
Fax: (831) 753-6005

MINIMUM QUALIFICATIONS

Bachelor's degree or equivalent plus 2-4 years of related work or experience in the drug & alcohol field or working in education and outreach in a community based organization.

DESCRIPTION

To provide coordination and advocacy for options and services to meet an individual and family's comprehensive life skills plan through communication and available resources to promote healthy effective outcomes for youth and families. This program is a diversion from initiation into the criminal justice system. Organization, confidentiality, and customer service in a client centered prevention and treatment setting. Assist clients in their goals. Ability to communicate in a considerate and culturally sensitive manner, make appointments, proficient in Microsoft Office – Word, Excel, and Outlook and other databases.

NOTE: Employees will be required to be fingerprinted and will be subject to clearance by the department of Justice.

Posted: 10/12/20

An Equal Opportunity/Affirmative Action Employer

Racial/ethnic minorities, women, people with disabilities, Vietnam veterans, and people in Recovery are encouraged to apply for all positions

SUN STREET CENTERS

Job Description

Position: Case Management Specialist

Classification: Non-Exempt

Grade: 5

Purpose:

To facilitate and implement care coordination and advocacy for options and services to meet an individual's and family's comprehensive life skills plan through communication and available resources to promote healthy effective outcomes, for youth diversion from initiation into criminal justice system.

Principle Responsibilities:

The following responsibilities represent the essential functions of the position. An employee in this classification is responsible for carrying out the following functions:

1. Provide direct services to students and clients receiving substance abuse prevention and diversion from minor criminal offenses.
2. Maintains documentation of all services provided in accordance with contract standards.
3. Assists in the coordination of family conferences and participates as necessary in those meetings to ensure understanding; enrolls parent in Life Skills curriculum.
4. Obtains resources and collaborates with outside agencies to improve family and child functioning and relations.
5. Able to collaborate with other case managers and counselors.
6. Schedule and coordinate follow up appointments and visits.
7. Participate in multi-disciplinary team meetings as needed to meet the client's needs.
8. Assist youth in completing designated tasks, conditions and goals in their treatment plan.
9. Assist youth in accessing and developing healthy alternatives in the areas of recreation, cultural events, education and vocational opportunities.
10. Assist youth in completing community hours and school re-enrollment if needed.
11. Adhere to all confidentiality requirements.

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Minimum Qualifications:

Bachelor's degree with one-year experience, or Associates degree with 2 years' experience working in education and outreach in a community-based organization. AOD or Prevention certification required

Reports To: Program Manager

Supervisory Responsibility: None

Required knowledge, Skills and Abilities:

1. Communicate and write effectively in English/Spanish
2. Conflict resolution techniques.
3. Treatment Plans through motivational interviewing
4. Ability to work with a diverse population of children, adolescents and families in a positive manner.
5. Ability to communicate effectively, in a culturally and competent manner maintaining a high level of organization

Physical and Environmental Conditions:

Constant review of documentation of case files and reports, frequent phone use, constant interruption. Must be flexible in interchanging roles or mentor, educator, advocate, and activities director while maintaining a strength-based position with participants, families and school personnel. Valid California driver's license and clearance for agency vehicle insurance coverage. Fingerprinting and tuberculosis skin test/x-ray.

Rev 8/16