

- B. Responsible for assistance with client development.
 - 1. Liaison between clients and community service agencies to meet client needs.
 - 2. Maintain a list of all available community services and providers.
 - 3. Assure a safe, non-judgmental environment for the clients.
 - 4. Maintain positive, professional, relationships with clients and staff.

- C. Record keeping and communication.
 - 1. Maintain files on each participant, which will include all eligibility information, short and long term plans to maintain and improve self-sufficiency. Document progress and assistance in removing obstacles to set goals. Provide routine documentation of coordination and follow-up of all areas.
 - 2. Provide records and services in compliance with agency policies, regulatory and funding source requirements.
 - 3. Maintain clear and thorough communication with the Program Director on all areas of responsibility listed in this job description.

- D. Responsible for self-development.
 - 1. Continually learn and enhance technical and interpersonal skills.
 - 2. Attend staff meetings/assigned training and complete required certifications, i.e. CPR, First Aid, etc.

EDUCATION AND EXPERIENCE:

Preference given to veterans. Bachelor degree and at least 3 years relevant experience in social services or related field required. Have extensive knowledge of community contacts to recruit/engage veterans. This position requires demonstrated ability to communicate and comprehend oral and written instructions and to provide services to clients without ethnic or social prejudices. It requires general knowledge of issues and challenges unique to military veterans, homelessness, minorities, and persons with disabilities. Specific knowledge and experience with military culture and housing first approach is preferable. Must be able to utilize a range of interventions to work with clients with varying needs and levels of functioning. Must have the flexibility and the willingness to function as a team member as well as work independently. Above average computer skills required. This position requires CPR and First Aid training within (90) days of employment date and recertification as necessary and T.B. testing annually. Valid California driver license and ability to meet organizations insurance carrier guidelines required.

CASELOAD EXPECTATIONS:

We are an 80 participant program and the case managers will have an average caseload of 27 assigned clients. This number may increase depending on staffing.

SPECIFIC SKILLS REQUIRED:

Excellent oral and written communication skills Ability to assist and motivate people Organizational skills Analytical and decision making ability Statistical and mathematical skills Strong computer skills Teamwork skills

PHYSICAL REQUIREMENTS:

Lift and move up to 50 pounds
Stand, walk, bend, stoop, and sit frequently
Climb stairs regularly
Kneel occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the Program Manager. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

SUPERVISION EXERCISED:

This position does not supervise, however, may be delegated training and lead responsibilities as the program needs may require.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires contact with county/state/city, SSVF, EDD, DOL, business entities, and all levels of staff. The Case Manager is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

NUMBER OF EMPLOYEES:

No employees report to this position.

This Case Manager job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed _____