



Job Announcement

Job Title:	Case Manager
Classifications:	Full time, Exempt, Temporary (approximately 12-months, dependent on funding)
Compensation:	\$4452 - \$4634 per month DOE
Health Benefits:	Not offered to temporary employees (but contributions are made in accordance with the SF Health Care Security Ordinance)
Salaried/Hourly:	Salaried
Hours:	Normally 40 hours per week
Schedule:	Normally 7:30 a.m. to 4:30 p.m. (exact times may vary according to department needs)
Department:	Corpsmember Services
Location:	Upper Fort Mason
Licenses/Certificates Required:	Valid CA Driver's License, insurability on SFCC driving insurance; Class B, First Aid/CPR must be obtained during first four months.
Reports to:	Recruitment Manager
Supervises Others:	Supervises Corpsmembers

Program Description

The San Francisco Conservation Corps (SFCC) is a non-profit job readiness and education program serving young adults between the approximate ages of 18 and 26 who work within crews to address community needs through service and conservation-related work. SFCC job readiness opportunities for young adults include, but are not limited to, landscaping, restoration, installing play structures at public schools and community centers, recycling, and internships. Concurrently and in partnership with the John Muir Charter School, the young adults focus on attaining their High School Diploma and GED or participate in the Corps-to-Career higher education program.

Job Summary

The Case Manager works in close concert with other staff of SFCC staff to seamlessly develop, monitor, and maintain supportive services for Corpsmembers. Support services include, but are not limited to working through barriers to employment, including housing, childcare, domestic violence, substance abuse and other related barriers to employment; conducting assessments and developing individual case management files; working with participant's individually and in group settings around barriers to employment reduction, and monitoring progress toward eliminating barriers post program completion for one year.

Essential Duties and Responsibilities

- **Case Management** (*constant – more than 66% of time*): Manage case load of Corpsmembers; assess Corpsmembers' needs and refer them to appropriate social service providers; provide follow-up to Corpsmembers who have received referrals; make support services information available to Corpsmembers; provide crisis intervention on an immediate need basis; facilitate training and discussion groups for male and female Corpsmembers on issues including parenting, substance abuse prevention, conflict resolution, and communication skills; maintain consistency and objectivity in all aspects of case management duties and relationships; keep apprised of, adhere to, and implement all SFCC policies and procedures.
- **Relationship Building and Development** (*constant – more than 66% of time*): Develop relationships with shelters, churches and other Community Based Organizations (CBOs) and agencies that can provide services to Corpsmembers; work cooperatively with other Staff of SFCC Staff to identify and address the Corpsmembers' problems and concerns and to develop and share resources; coordinate with other Staff in policy development, especially regarding issues related to Corpsmembers information, privacy and confidentiality; engage guest speakers and arrange workshops for the benefit of Staff and Corpsmembers related to relevant case management issues.



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- **Communication** (*frequent – 34-66% of time*): Communicate directly with supervisor regarding all processes and systems developed; maintain professional, open channels of communication with Corpsmembers, SFCC staff; lead regular case management sessions with the Ramp Academy Staff and SFCC Staff.
- **Administration** (*frequent – 34-66% of time*): Complete all necessary administrative tasks efficiently and on time including but not limited to maintaining case files and paperwork, databases and spreadsheets, and various analysis reports.

Typical Working Conditions

Typical conditions include working in an office setting; constant keyboarding, handling, and other repetitive hand motions; and constant sitting and standing; working in teams and in groups.

Equipment Used

This position requires constant use of keyboarding/ten key equipment, computers, and other electronic equipment. This position requires frequent operation of agency vehicles to drive to various sites and venues throughout the SF Bay Area, which requires insurability on the SFCC's driving insurance policy and the ability to operate agency vehicles and navigate by automobile throughout the SF Bay Area.

Minimum Education and Experience Required

- MSW
- 3 years of experience providing case management services to young adults.
- Experience addressing homelessness, substance abuse, violence and motivational problems.
- Knowledge of multiple issues and challenges facing young adults with multiple barriers, including psychological and social development.
- Knowledge of and experience in group work and group dynamics.
- Knowledge of and experience handling crisis intervention.
- Demonstrated intervention skills in the treatment of alcohol and drug abuse.
- Experience building relationships with various local organizations, agencies, and social services.

Minimum Skills Required

- Strong organizational and information management skills.
- Strong inter-personal and inter-department skills.
- Strong written and verbal communication skills.
- Computer skills, including spreadsheet and database applications for maintaining data and generating reports.
- Ability to manage and prioritize multiple time-sensitive tasks simultaneously and meet deadlines.
- Ability to act effectively as a role model for a diverse group of young adults.

How to Apply

If interested, please send cover letter and resume to: Associate Director of Human Resources, SFCC, 241 Fifth Street, S.F., CA 94103 or fax to (415) 928-7330 or e-mail to personnel@sfcc.org Position is open until filled. **No phone calls please.**

The SFCC is an Equal Opportunity Employer

The SFCC does not discriminate against any individuals on the basis of sex, sexual orientation or preference, gender, race, color, religion, national origin, creed, citizenship status, ancestry, age, marital status pregnancy, childbirth or related medical conditions, medical condition, mental or physical disability, veteran status, or any other characteristic protected by applicable federal, state or local law, ordinance, or regulation.

Visit our Web site at www.sfcc.org for more information about the SFCC.