

Title

Case Manager, Spanish (Part-Time)
Updated: 7/15/2017

Job Overview

The Spanish Bilingual Case Manager provides case management and family advocacy services to participants in our programs, as well as manage support groups and information & referral. The case manager will provide services to support and assist families in raising healthy children via intervention, prevention, education and direct services to children and families. The family support services we provide are based on the principle that staff and families work together in relationships based on equality and respect. We firmly believe that families are resources to their own members, to other families, and to the community.

Essential Duties and Responsibilities

- Conduct assessments that identify strengths and needs of individuals and families and implement these findings into individual service plans
- Plan, implement, and consistently evaluate service plans with participants to assist in housing, employment, financial, educational, family functioning and other needed services
- Provide information and referral, including coordinating linkages to community-based organizations
- Support and facilitate weekly support groups including organizing guest speakers
- Engage with parents/ caregivers and children in an on-going, respectful manner
- Work collaterally with onsite and offsite service providers to ensure comprehensive coordination of care for participants
- Facilitate/co-facilitate occasional workshops
- Works collaboratively with a team of the Early Childhood Program and Family Support team
- Maintain up-to-date records and data for documentation of case activity
- Participate in weekly supervision, staff meetings, and trainings as assigned ☐ Perform other related tasks and duties as assigned

Qualifications

- Bachelor’s degree in Social Work, Psychology or related field
- Minimum of 2 years’ experience of case management and family support
- Minimum of 2 years’ experience working in diverse, multicultural communities
- Knowledge of case management, crisis intervention and peer counselling models
- Ability to communicate effectively orally and in writing, including experience with case notes and reports
- Strong organizational abilities including computer literacy
- Ability to exhibit cultural competency
- Ability to handle multiple responsibilities, effective problem solving and mediation skills, and commitment to Agency’s mission.
- Ability to work independently and as part of a dual site team
- Understanding of confidentiality and mandated reporting laws
- DOJ fingerprinting clearance required ☐ Spanish/English bilingual required



Agency Overview

Family Connections is a thriving multicultural Family Resource Center with locations in the Portola and Excelsior neighborhoods of San Francisco. We are here to help develop strong, healthy families and to build our Portola and Excelsior communities. For 23 years, Family Connections has provided opportunities for families of different backgrounds to work together cooperatively, sharing cultures, values, knowledge, and resources. We help families grow. Please visit us on the web at www.portolafc.org.

Physical I Requirements

Administration:

- requiring frequent sitting, typing and computer use
- occasionally requires pushing and/or pulling objects, lifting and/or carrying up to 25 lbs.
- requires the ability to frequently move about or remain seated depending on the task at hand

Compensation and Application Process

- \$20-22/hour, depending on experience
- Full-time exempt position with full health benefits including chiropractor and acupuncture
- To apply, email your cover letter (required) and resume to: jobs@portolafc.org. Please, absolutely no inquiring phone calls!

Family Connections is an Equal Opportunity Employer.

The above statements are intended to describe the general nature and level of work being performed.

They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.