



Bayview Hunters Point Foundation for Community Improvement, Inc.

POSITION: CASE COORDINATOR, ROSIE

Classification: Non-exempt

Supervisor: Program Director

GENERAL DESCRIPTION:

Under supervision, this position performs Gender Responsive Aftercare/Re-entry Case Management in an outpatient gender specific program for in-risk girls/young women 14-25 years of age who have completed the ERC requirements or are referred from JPD, juvenile hall, adult probation and other CBOs. Participants will need ongoing hands-on support to follow-up with positive life choices in school, the community and with court obligations. Two groups will be targeted: 1) Highly at risk and in-risk girls 14-18 who are in school – with services provided at school, in the home or other community locations, e.g., partner CBOs.; and, 2) Young women aged 18-25 who are out of school – these youth will need to develop a base in the community, and learn where to go for resources or support. Duties include restorative, risk-reduction, and intensive case management. The primary goal is to return clients to previous functioning level within 6 months.

EXAMPLE OF DUTIES:

- Upon referral, the Case Manager will complete an empirically based assessment (using CANS) during a meeting with the client's parents/caregiver Probation Officer and other natural supports. Then an Individual Assessment and Plan (IAP) for services will be based on the assessment.
- Must have daily contact with clients in the first two weeks of the program to ensure compliance with an Individual Assessment and Plan (IAP).
- Provide at least 1 hour of case management per week for each client enrolled in the program.
- Conduct a monthly IAP review that may include clinical supervisor, P.O., parent/caregiver, e.g...
- Receive and provide referrals from other agencies and professionals and handle initial contact with clients.
- Help clients increase access services (school re-entry, attendance and connectivity within community/family, etc.).
- Ensures that probation terms and court ordered attendance and restitution is followed.
- Evaluate results for each patient & adjust the IAP accordingly.
- Coordinate services for post-care follow-up and/or planning for client discharge.
- Monitor, and if needed, intervene to achieve desired goals and outcomes for the client.

- Identify the appropriate providers/vendors to promote improvement and/or maintenance of the physical, functional, emotional, and social well-being of the client and to enhance coping skills of family members or caregivers.
- Will be responsible for tracking client's goals, progress, referrals to other agencies.
- Document and obtain information pertinent to client's progress including assessment, admission or discharge, and case manager notes.
- Provides case management to clients in office and in natural settings with outreach visits.
- Understanding of client flow in a youth setting.

MINIMUM QUALIFICATIONS:

- Candidate must have Bachelors Degree Social Work, Psychology, or related field.
- Minimum of two years working experience in direct clinical work, especially assessments, case management and mental health services with youth, transitional age female youth, and their families.
- Requires skills in effecting and maintaining collaborative relationships with multi-discipline associate staff members and outside collateral sources.
- Must be computer literate.
- Ability to maintain professional boundaries with clients and staff.
- Must have experience working with minority populations.
- Should have a general knowledge of the ethnic, economic, and social factors affecting the residents of the neighbourhood served by the program.
- Candidate must have a valid driver's license.