



# CASE MANAGER I

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**DEPARTMENT:** Community Engagement

**# OF HOURS:** Full-Time, 40 hrs

**REPORTS TO:** Program Director

**PAYRATE:** D.O.E.

**CLASSIFICATION:** Non-Exempt

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## **POSITION PROFILE:**

The Case Manager I (Student Advocate) functions as part of the O'Farrell Community School in supporting the educational mission of the school.

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Manage a caseload and provide casework, counseling, crisis intervention and group services to students and families, including psychosocial assessment and treatment planning, client advocacy, referrals and client follow-up
- Providing various training and activities for students, parents, school staff, and community
- Maintaining communication and positive relationships with school staff, students, parents, and community/health organizations and a wide variety of social service agencies, the juvenile justice system, public health, etc.
- Home visits
- Maintain accurate updated case files and compile statistical data as required
- Implement counseling interventions and facilitate support services
- Other tasks as assigned by the Program Director

## **QUALIFICATIONS (Education, Experience and Certifications):**

- Minimum Bachelor's Degree in Social Work, Psychology, Counseling or related field
- Two (2) years of experience in individual and group counseling for youth and families, including case management
- MSW preferred
- Access to reliable transportation and willing to use it for job-related tasks
- Have a driving record that complies with SAY Driving Policies

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Bilingual in English and Spanish preferred
- Ability to lift up to 50 lbs

## **WORKING CONDITIONS:**

**ENVIRONMENT:** Office setting. Job could include minimum to high intensity noise level.



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**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to walk; use hands and arms to perform repetitive motions; and stoop, kneel, crouch, or crawl. The employee must

occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination).

**MENTAL:** Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

*The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*