



CASE MANAGER I

DEPARTMENT: Community Engagement
REPORTS TO: Program Director
CLASSIFICATION: Non-Exempt

OF HOURS: Full-Time, 40 hrs
PAY RATE: \$18.00 - \$19.00 per hour

POSITION PROFILE:

The Case Manager I (Student Advocate) functions as part of the Healthy Start Program at Valencia Park Elementary School and Perry Elementary School. The Healthy Start Program recognizes that educational success, physical health, emotional support, and family strength are inseparable. Therefore, program related services focus on social, emotional, physical, and mental wellness for both students and families.

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, as needed.
- 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.
- 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:

- Ability to lift up to 50 lbs.

WORKING CONDITIONS:

ENVIRONMENT: Office and off-site functions. Typically, an office environment with adequate lighting and ventilation and a normal range of temperature and noise level. SAY San Diego is continuing to monitor state and federal guidelines related to COVID.



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PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

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.