



# CLINICAL CASE MANAGER

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**DEPARTMENT:** YAFW

**REPORTS TO:** Program Director

**CLASSIFICATION:** Non-Exempt

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

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

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## **POSITION PROFILE:**

Under the supervision of the Program Director and working in a team effort directed by the Coordinator of the Breaking Cycles Program, the Clinical Case Manager will provide comprehensive case management, behavioral health and screening services, and facilitate referrals and engagement in designated programs to at-risk 12 to 18 year old youth and their families participating in Juvenile Probation with the overall goal of decreasing recidivism and reducing violations. Services include, but are not limited to, in-home and on-site support, parent training, crisis intervention, counseling, case management, and substance abuse treatment referrals and support. The Clinical Case Manager will participate in multi-disciplinary team assessments with Probation and other professionals to develop case management goals, treatment plans and Probation Case Plan. The Clinical Case Manager must exhibit cultural sensitivity and a trauma informed approach to services with program participants and staff.

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

- Perform behavioral health assessments in tandem with the Juvenile Field Service Probation Officers.
- Facilitate referrals and linkages to designated programs. These may include, but are not limited to: behavioral health services, mental health programs, substance abuse treatment programs, educational programs, employment opportunities, housing, recreation and physical activities, and other health and social services.
- Work in tandem with the Juvenile field Service Probation Officers to facilitate the youth's successful engagement in services and provide crisis management and counseling when needed.
- Provide small group classes and programming for youth on topics identified in case and treatment plans such as anger management, life skills, youth leadership, job readiness and violence prevention.
- Provide support and recommendations to Juvenile Field Service Probation Officers for case progress review to reduce probation violations.
- Perform other duties as assigned by Program Director.

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

- Master's Degree in Psychology, Social Work or related field.
- Registered with the CA Board of Behavioral Sciences.
- Bilingual English/Spanish preferred.
- Two years of related experience in case management and direct client service.
- Substance abuse treatment experience.



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- Valid CA Driver license.
- Must have access to reliable transportation and be willing to use it for job-related tasks.

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

- Knowledge and experience working with diverse cultures.
- Ability to manage multiple demands and prioritize when needed.
- Strong communication and relationship-building skills.
- Knowledge of relevant resources within the community.

## **WORKING CONDITIONS:**

**ENVIRONMENT:** Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

**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.*