

Job Announcement – Please Circulate

POSITION: Case Manager I - Full-time
SALARY: \$21.47 per hour (\$44,657 annualized) plus excellent benefits
Additional \$3.00 per hour premium pay for direct services May through June 2020
REPORTS TO: Associate Director-SHP- Aranda

THE ORGANIZATION: As a non-profit organization, Conard House, Inc. builds welcoming communities and caring relationships that empower people and restore hope. We work with a diverse adult population and strive for cultural competency by respecting experience, promoting inclusion and building community. The position is with the Supportive Housing Program, which provides various services to formerly homeless adults including income advocacy, money management, case management, and housing retention. We are a committed Equal Opportunity Employer. Pursuant to the San Francisco Fair Chance Ordinance, we will consider qualified applicants with arrest and conviction records for employment. This position is included in the Collective Bargaining Agreement with SEIU 1021.

QUALIFICATIONS: Bachelor's Degree or equivalent experience providing direct services in supportive housing preferred. Demonstrated case management skills and knowledge of entitlement, redetermination, appeals processes and treatment and social service referral sources. Must have good written communication skills. Experience with the C.A.A.P. program a plus. Working knowledge of Harm Reduction a plus. Effective advocacy, organizational, and communication skills (including de-escalation and conflict resolution) needed. Ability to work as a team member towards common goals and objectives. (People who don't meet specific qualifications are encouraged to call if genuinely interested in the position) After conditional offer, a criminal background check must be received.

DUTIES:

- Provide services and information to tenants in a manner that is supportive, constructive and non-judgmental.
- Conduct intakes in collaboration with Property Management, and formulate case presentations.
- Admit and orient new tenants to the program.
- Assess tenant needs for medical and psychiatric evaluations and make appropriate referrals.
- Develop and implement service plans and contracts.
- Coordinate case conferences other services providers assisting tenant.
- Provide on-site money management for CAAP benefits. Interface with Department of Human Services.
- Facilitate community-building activities within the Hotel.
- Participate in the preparation of monthly community meetings and holiday celebrations; must be willing to prepare and distribute foods to our tenant population
- Provide advocacy assistance pursuing entitlements, clothing, health care, mental health services and other issues. Maintain entitlements and ensure proper completion of client applications and forms.
- Respond in crisis situations to provide de-escalation and conflict resolution assistance utilizing appropriate methods according to agency procedures.
- Develop and implement plan for client placement upon discharge from the program.
- Perform general office duties such as phones, filing, doing rosters, etc.

PEOPLE FROM DIVERSE CULTURAL BACKGROUNDS ENCOURGATED TO APPLY

Please send your resume to SHP-jobs@conard.org

SHP-Aranda CM | 5-1-20