



**Supportive Housing & Community Services**  
P.O. Box 424670, San Francisco, CA 94142  
Ph: (415) 864-7897 Fax: (415) 864-7093  
TTY (415) 626-6705

Job Announcement - Please Circulate

**POSITION:** Senior Case Manager I, McAllister, Full-Time  
**SALARY:** \$24.13 per hour (\$50,183 annualized) with excellent benefits  
**REPORTS TO:** Program Director I

**THE ORGANIZATION:** As a nonprofit 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-McAllister that provides various services to formerly homeless adults including: case management, income advocacy, money management, housing referrals, and healthcare referrals. Pursuant to the City and State's Fair Chance Ordinance, we will consider for employment qualified applicants with conviction records. We are a committed Equal Opportunity Employer.

**QUALIFICATIONS:** Bachelor's Degree or equivalent experience providing direct services to low income adults with mental health, substance use, and complex medical conditions. One year experience in a leadership role required. Must demonstrate case management skills and knowledge of CAAP & SSI/SSDI entitlement benefits and process. Effective advocacy, organization, and communications skills (including de-escalation and conflict resolution) needed. Demonstrate strong written, verbal, and interpersonal communication skills to establish and maintain effective working relationships within all organizational levels and with outside agencies. Ability to work as a team member towards common goals and objectives. Must be able to demonstrate strong computer skills using Microsoft Word and Excel software programs. Must successfully complete background check after conditional job offer.

**DUTIES:**

- Perform all duties as described in the current Case Manager I job description, including maintaining a full client caseload, and performing regular case management duties.
- Work in collaboration with Program Director in the implementation of agency policies and procedures.
- Monitor tenant money management disbursements.
- Coordinate referrals and move-ins with the Adult Coordinated Entry (ACE) Team.
- Assist Program Director to train staff in case management duties including progress notes, money management, Social Security representative payee paperwork and other related paperwork from contracting agencies.
- Assist Program Director in preparing statistical reports, data collection, and data entry.
- Conduct staff meetings and log minutes as needed, and ensure that Case Managers are informed of issues/status of tenants and program changes.
- Facilitate and lead monthly community meetings as directed by the Program Director.
- Attend internal and external meetings as requested by the Program Director.
- Develop and implement service plans.
- Reconcile petty cash and activities funds as assigned by the Program Director.
- Supervise staff and program operations Program Director's absence.
- Supervise the McAllister USF student interns of the nursing program in Program Director's absence.
- Prepare monthly newsletter and calendar in Program Director's absence.
- Perform all other Program Director duties when absent.

**Application Procedure:** Send resume and letter of intent to Sandra Davis (Program Director I), email [McAllisterjobs@conard.org](mailto:McAllisterjobs@conard.org)  
or fax: 415-503-1197.

**People from diverse cultural backgrounds are encouraged to apply.**

Our Mission is to build welcoming communities and caring relationships that empower people and restore hope.  
Mc Allister Cm 08-16-21