



# CONARD HOUSE COMMUNITY SERVICES PROGRAM-NORTH

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## JOB ANNOUNCEMENT

Please Post & Circulate

**POSITION: Case Manager – ECS Hotel Program**

**SALARY:** \$34,405 annualized salary + excellent benefits

**REPORTS TO:** Senior Program Director-Community Services - North

**QUALIFICATIONS:** Bachelor's degree or two years experience in providing case management and money management to adults with psychiatric disabilities. Demonstrated case management skills, knowledge of Social Security entitlements, re-determinations and appeals process preferred. Familiarity with County Adult Assistance Program benefits, substance use treatment and outside service provider referral sources preferred. Ability to assist client in managing their personal finances. Effective advocacy, organizational and communication skills. Ability to work as a team member towards common goals and objectives. This position is included in the collective bargaining unit of SEIU Local 1021.

**THE ORGANIZATION:** Conard House, Inc., is a progressive non-profit agency developing services to help a diverse population self-manage their mental illness. The position is with the Conard House Community Services, which provides case management, money management and advocacy to San Francisco residents. Conard House is a committed equal opportunity employer. This position is included in the collective bargaining unit with SEIU Local 1021.

**DUTIES:**

- Conduct intakes upon referral from the Housing Access Team, Supportive Housing service provider or Conard House.
- Complete intake paperwork accurately and completely. Orient new clients to program rules during intake.
- Maintain accurate money management binder according to procedures manual.
- Disburse checks to clients.
- Coordinate rent amounts due with service provider of supportive housing, contact property management or Housing Access Team.
- Maintain client progress notes and complete written and statistical reports as required.
- Perform Officer of the Day (OD) and Back- up OD duties as scheduled.
- Other duties as assigned by the Program Director.

**Send Resume to Denise Nazario, Program Director, at address above, fax, or  
email: [job.csnorth@conard.org](mailto:job.csnorth@conard.org)- open until filled.**

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