

JOB ANNOUNCEMENT
PLEASE POST & CIRCULATE

POSITION: Case Manager F/T

SALARY: \$34,405 annualized + Excellent benefits (\$1,433.51 per pay period)

THE AGENCY: Conard House, Inc. is a progressive nonprofit organization developing resources to help a diverse population self-manage mental illness. The position is with Conard House, Inc. Hotel Program, a program providing income advocacy, case management and housing at eight hotels in the Tenderloin, South of Market and Mission areas. Conard House is a committed equal opportunity employer. This position is included in the collective bargaining unit with SEIU Local 1021.

QUALIFICATIONS: BA or two years of experience providing direct services including work with dually diagnosed people. Working knowledge of psychiatric medications, psychological terminology; use of DSM IV; and, knowledge of mental health and social services in San Francisco. Medi-Cal billing preferred. Effective advocacy, organizational, and communication skills. Ability to work as a team member towards common goals and objectives. Ability to write clear and cogent progress notes.

DUTIES:

- Provide a resource to clients on a broad range of problems in a manner that is supportive, constructive and non-judgmental.
- Conduct intakes and formulate case presentations.
- Admit and orient new clients to the program and hotel.
- Assess client's need for medical and psychiatric evaluations and make appropriate referrals.
- Develop and implement case management and money management plans and contracts.
- Coordinate case plan with other services being provided to the client.
- Help clients negotiate bills, purchases and other expenditures and complete representative payee & money management functions.
- Maintain updated MediCal compliant progress notes and accurate statistics.
- 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.
- Ensure rents and client accounts are accurately kept, collected, sent and received on time.
- Conduct groups and activities oriented toward stabilized living. Facilitate interaction among clients and involvement in the social program.
- Provide supportive client contact.
- Maintain a supportive independent living environment.
- Protect the consumer rights of clients.
- Facilitate community building within the Hotel and assist clients in utilizing Hotel community resources.
- Intervene in crisis situations according to procedures.
- Assist clients with daily living skills and following hotel rules.
- Develops and implement plan for client placement upon discharge from program.
- Perform general office duties, such as phones, filing, doing rosters, etc.
- Attend staff meetings.
- Provide temporary coverage at other Hotels as needed.
- Other responsibilities as assigned by the Hotel Program Director.

People from diverse cultural backgrounds encouraged to apply.
Please send resumes to Phil Fong, Email: shpcm@conard.org or fax (415)861-2715.
DO NOT SEND ATTACHMENTS IN YOUR EMAIL.