

JOB ANNOUNCEMENT

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POSITIONS: Conard House Community Services Case Managers-South

SALARY: \$34,405 F/T annualized and Excellent Benefits

REPORTS TO: Community Services Senior Program Director – South

THE ORGANIZATION: Conard House, Inc. is a progressive non-profit organization in San Francisco striving for cultural competency and developing resources to help a diverse adult population self manage their mental illness. The position is with Conard House Community Services South Program which provides various services to adult mental health consumers, including: income advocacy, money management, case management, and housing referral. Conard House is a committed equal opportunity employer.

QUALIFICATIONS: Bachelors Degree or equivalent years experience and two years experience providing direct services to adults with psychiatric disabilities. Demonstrated case management skills and knowledge of entitlement, redetermination, appeals processes and treatment and social service referral sources. Ability to assist clients in managing their personal finances. Effective advocacy, organizational, and communication skills. 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.) This position is included in the collective bargaining unit SEIU Local 1021.

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.
- 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.
- Maintain updated case records 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.
- Intervene in crisis situations to bring problem under control.
- Coordinate rent amounts due with service provider of supportive housing, contact property management or Housing Access Team (HAT).
- Develop and implement plan for client placement upon discharge from the program.
- Perform general office duties such as Officer of the Day (OD) and backup OD duties as scheduled.
- Attend staff meetings.
- Provide temporary coverage at other CHCS or SHP programs, as needed.
- Other responsibilities as assigned by the Conard House Community Services Program Director.

PEOPLE FROM CULTURALLY DIVERSE BACKGROUNDS ARE ENCOURAGED TO APPLY.

Send or fax resumes to Attn: Kalifa Coulibaly at the above address or email: jobs.cssouth@conard.org

Open Until Filled

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