



**CONARD HOUSE**  
**SUPPORTIVE HOUSING PROGRAM**  
Post Office Box 424670 • San Francisco, CA 94142-4670  
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## **JOB ANNOUNCEMENT**

**POSITION:** Relief Case Managers (Part-Time) several positions needed

**SALARY:** \$20.33 per hour

**THE ORGANIZATION:** Conard House, Inc. is a nonprofit origination empowering people who live and work on the margins of society. We work with a diverse adult population and strive for cultural competency by respecting experience, promoting inclusion and building community. This temporary position is within the Supportive Housing Program and Community Services Programs. These programs provide income advocacy, case management and housing at nine SRO hotels in the Tenderloin, South of Market and Mission areas and three drop in referral centers. This position may lead to regular employment with benefits. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records. Conard House is a committed equal opportunity employer. All Case Managers are represented by SEIU Local 1021 under a collective bargaining agreement.

**QUALIFICATIONS:** Bachelor's degree or student in behavioral sciences with a desire to work in social services field. Effective advocacy, organizational, and communication skills are essential. Ability to work as a team member towards common goals and objectives are required.

### **DUTIES:**

1. Provide resources to clients on a broad range of problems in a manner that is supportive, constructive and non-judgmental.
2. Perform general office duties, such as phones, filing, doing rosters, etc.
3. Attend staff meetings.
4. Provide advocacy assistance pursuing entitlements, clothing, health care, mental health services and other issues.
5. Maintain entitlements and ensure proper completion of client applications and forms.
6. Conduct groups and activities oriented toward stabilized living. Facilitate interaction among clients and involvement in the social program.
7. Maintain a supportive independent living environment (in SHP).
8. Protect the consumer rights of clients.
9. Facilitate community building within the Hotel and assist clients in utilizing Hotel community resources.
10. Intervene in crisis situations according to procedures.
11. Assist clients with daily living skills and maintaining housings.
12. Other responsibilities as assigned by the Program Director.
13. Relief Case Managers may undergo process to utilize the Avatar system for Progress Notes and billing in compliance with Medi-Cal guidelines.

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

Please send resume and letter of intent with "Relief Case Manager" in subject heading to Roger Mendoza, Operations Associate Director, by email: [jobs.cssouth@conard.org](mailto:jobs.cssouth@conard.org), or by fax: (415) 864.7093.

*Empowering People who live and work on the margins of society since 1960*

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