



CONARD HOUSE

SUPPORTIVE HOUSING PROGRAM

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JOB ANNOUNCEMENT: PLEASE POST AND CIRCULATE

POSITION: Senior Case Manager I or Senior Case Manager II, Supportive Housing (Full-Time at Plaza Apartments)
SALARY: \$21.47 per hour if MHRS with excellent benefits or \$24.00 per hour if waived/licensed with excellent benefits
REPORTS TO: Program Director II

Paid Licensure Hours for LCSW, MFT, LPCC or Psychology are available; may claim up to 35 hours per week

Waivered: Accruing licensure hours as a Registered MFTI, ASW, LPCC Intern with California Board of Behavioral Sciences or as a Registered Psychologist with California Board of Psychology

ORGANIZATION AND PROGRAM: Conard House, Inc. is a progressive nonprofit organization in San Francisco striving for cultural competency and empowering people who live and work on the margins of society. The position is with the Supportive Housing Program (SHP), which provides housing, case management and income advocacy at nine hotels in Tenderloin, South of Market, as well as the Cooperative Apartment Program with apartments located throughout the City. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records. We are a committed equal opportunity employer. The Plaza Apartments is a 106-unit studio apartment building owned by Plaza Apartments Limited Partnership. Tenderloin Neighborhood Development Corporation (TNDC) is the Managing General Partner. Conard House is the lead service provider. The Plaza is a Direct Access to Housing (DAH) (Department of Public Health-DPH) building.

QUALIFICATIONS: Minimum MHRS which is Bachelor's degree with four years/ Associate degree with 6 years/or Master's degree with 2 years of experience providing direct services including work with dually diagnosed people. Waivered and Licensed MFT, LCSW, PhD or PsyD receive higher rate. Ability to document services rendered according to Medi-Cal guideline required. Working knowledge of psychiatric medications, psychological terminology, and use of DSM strongly preferred. Knowledge of mental health and social services in San Francisco and experience with Medi-Cal billing and AVATAR database preferred. Effective advocacy, organizational and communication skills, and ability to work as a team member towards common goals and objectives are essential. Ability to travel to meetings off-site required. Ability to go up and down stairs required. Successfully complete background check.

DUTIES: In addition to Case Management duties, the Senior Case Manager has the following duties.

- Assist Program Director to monitor and maintain Medi-Cal documentation and billing.
- Provide mental health services, case management brokerage, and crisis intervention to residents and document services rendered in AVATAR database according to agency and Medi-Cal guidelines. Train staff, when required, in case management duties, including Medi-Cal documentation and billing.
- Assist Program Director in assuring the quality of case management and money management services for hotel residents. Provide supervision to staff when the Program Director designates.
- Must successfully meet monthly billing target.
- Assist Program Director in implementing policies and procedures in meeting program objectives.
- Provide resources to clients on a broad range of problems in a manner that is supportive, constructive and non-judgmental.
- Assess client's need for medical and psychiatric evaluations and make appropriate referrals.
- Develop and implement service plans. Coordinate service plans with other external service providers.
- Assist clients with daily living skills.
- Provide advocacy assistance pursuing and maintaining entitlements, clothing, health care, mental health services and other issues. Ensure proper completion of client applications and forms.
- Conduct groups and activities oriented toward stabilized living. Promote a community environment for residents to interact and socialize, incorporating community building techniques.
- Maintain support and strongly encourage an independent living environment in which residents can support each other.
- Intervene in crisis situations according to procedures. Notify and consult with supervisor as soon as possible.
- Ensure accuracy and timely completion of statistical reports for program location.
- Supervise staff and manage program in Program Director's absence.
- Act as on-site director with other collaborative agencies in the Program Director's absence.

People from diverse cultural backgrounds encouraged to apply. Please send resumes and letter of intent to Louise Foo, Ph.D., Director of Clinical Services, at above address, or email: jobs.plaza@conard.org or fax (415) 975-9932.

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

SHP CM I or II_8_09_2018

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The Allen (415) 558-9500 • Aranda Residence (415) 441-1185 • The El Dorado (415) 863-4582 • Jordan Apartments (415) 922-1503 • The Lyric (415) 776-2115
The McAllister (415) 503-1017 • The Midori (415) 775-6006 • The Plaza Apartments (415) 975-0908 • Washburn Residence (415) 864-8701
Cooperative Apartment Program (415) 346-6384 • Property Management (415) 864-3522 • Intake Coordinator (415) 864-7359