



**PLEASE POST AND CIRCULATE**  
**JOB ANNOUNCEMENT**

**POSITION:** Case Manager I (CM I) or Case Manager II (CM II) – Waivered or Licensed – Full-time  
(Paid Licensure Hours for LCSW, MFT, LPCC or Psychology are available)

**SALARY:** CM I : \$19.83 per hour/ \$41,246 annualized with excellent benefits  
CM II: \$21.68 per hour/\$45,094 annualized with excellent benefits

**Organization & Program:** Conard House, Inc. is a nonprofit organization 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. The position is with the Supportive Housing and Outpatient Services Program, which provides housing, case management and income advocacy at nine SRO hotels and an array of 20 apartments throughout San Francisco. We are a committed equal opportunity employer; pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records. This position is included in the collective bargaining unit with SEIU Local 1021.

**QUALIFICATIONS:** BA or equivalent years of experience and two years of experience providing direct services including work with dually diagnosed people, ***licensure hours for LCSW, MFT, LPCC or Psychology are available***. Applicants must have a working knowledge of psychiatric medications, psychological terminology, and mental health and social services in San Francisco. Effective advocacy, organizational, and communication skills are essential. The ability to work as a team member towards common goals and objectives is required. Applicants must have the ability to document using electronic database according to Medi-Cal guidelines. Experience with Medi-Cal billing and AVATAR database preferred. Must successfully complete a background check and reference verification. Ability to travel to meetings off-site required. However, personal vehicle is not required.

**DUTIES:**

- Provide mental health services to clients and document services in AVATAR according to Conard House and Medi-Cal guidelines.
- Meet monthly billing target.
- Provide resources to clients on a broad range of problems in a manner that is supportive, constructive and non-judgmental.
- 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.
- 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.
- Conduct groups and activities oriented toward stabilized living. Facilitate interaction among clients and involvement in the social program.
- Maintain a supportive, independent living environment.
- 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.
- Develop and implement plan for client placement upon discharge from program.

**People from diverse cultural backgrounds encouraged to apply. Please send resumes and letter of intent to  
Ralitsa Georgieva, Program Director III or email: SHCMjobs@conard.org**

SHPCM-11-17-2016