



Position Posting

DATE: October 10, 2018

FROM: Antoinette Manuel
Assistant Director

POSITION TITLE: CASE MANAGER – CSEC **Bilingual (Spanish/English) Preferred**

FILING DEADLINE: Open until filled

LOCATION: Roseville

Position Summary:

Under the immediate supervision of the KidsFirst Program Manager and DA Leadership, The Case Manager will work to employ a survivor led CSEC model to help youth leave harmful situations, link high risk and exploited youth to resources in and out of community, work with education groups to link high risk and exploited youth to preventive education in schools, juvenile justice facilities, and community groups. Participate in professional trainings for service providers and law enforcement to assist in identification of red flags of exploitation, and work independently and innovatively to link high risk and exploited youth to appropriate supports.

Examples of Essential Duties and Responsibilities:

Duties may include but are not limited to, the following:

Program Operations

Provides direct service to clients in the program areas assigned in accordance with sound professional practices, KidsFirst policies and practices, contract requirements and other local, state, and federal regulatory bodies. Direct services may vary according to site location, agency needs and program assigned, including but not limited to:

1. Participate in monthly Case Review and SCAN collaborative meetings. Participate in Steering Committee meetings as scheduled.
2. Participate in bi-monthly SART Advisory Board Meetings.
3. Participate in training and support meetings regarding case management, child forensic interviews, multi-disciplinary teams and advocacy as available.

Case Manager

4. Participate as a member of the multi-disciplinary team during forensic interviews.
5. Meet with victims/families of victims after the forensic interview to provide referrals and resources needed and provide follow-up support as needed. Release of information will be obtained to include all parties of this agreement in order to share information.
6. The case manager shall maintain records and complete assessments as required by the Program Coordinator; i.e. a Pre/Post Protective Factor Parent Survey as designed by First 5 Placer and other standard KF CAPC documents.
7. The case manager shall maintain a current list of organizations considered to be resources and key players in service delivery to CSEC youth and CSEC at risk youth.
8. The case manager will participate in RED teams as requested and complete DR visits with child welfare staff as needed and able.
9. The case manager will attend the monthly KF CAPC all staff meetings which fall on the fourth Tuesday monthly in the morning.
10. The case manager will attend bi-monthly KF CAPC case management group and individual supervision. Any conflicts with required meetings will be coordinated between DA Leadership and KF CAPC Program Manager.
11. Perform other duties as assigned.

Minimum Qualifications of Education and Experience:

A combination of experience and training that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

A. Education: High School Diploma or GED, Associate's Degree or Bachelor's Degree in the same or related field.

B. Experience: Up to two (2) years of experience in the same field of service.

Able to obtain life-safety and CPR certification after employment.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Fluency in Spanish is preferred.
2. Policies and procedures relative to area of assignment.
3. Techniques, standards, and accepted case management techniques.
4. Standard and accepted interviewing and observation techniques and methods.
5. Delivery of case managed services and multi-disciplinary approach to providing services and support.
6. Community resources available to clients.
7. Standard and accepted English, and as applicable Spanish, usage, spelling, punctuation, grammar, and basic mathematical calculations.
8. Basic health and safety standards.

Ability to:

Case Manager

On a continuous basis, know and understand all aspects of the job and observe safety rules, intermittently review work papers, reports, and special projects; identify and problem solve situations involving clients; identify safety hazards; locate equipment and supplies; remember clients' names, understand and explain agency policies and procedures to peers and clients, families and general public.

On a continuous basis, sit at a desk for long periods of time or while driving; intermittently walk, stand, bend, squat or kneel while retrieving or returning files, documents and supplies and making copies; walk, stand, bend, squat, kneel, climb, or twist while conducting classes and visiting with clients; twist to reach equipment around desk, perform simple grasping and fine manipulation; use telephone and write or use keyboard to communicate through written means; see and hear with sufficient acuity to observe and assess physical condition and living environment of client; and lift moderate weight.

1. Follow all agency, local, state and federal regulations and guidelines.
2. Assess financial, physical, mental and emotional well-being of client.
3. Develop adequate and appropriate goals with clients.
4. Effectively interview individuals who may be stressed or distressed.
5. Relate to clients positively; establish trust and rapport; and display empathy within the bounds of good case management practices.
6. Communicate clearly and concisely orally and in writing.
7. Ability to function as an integral part of an inter-disciplinary team providing services to CSEC youth and CSEC at risk youth and families.
8. Provide effective case management services and learn the community resources available to client population.
9. Assess situations involving designated clients quickly and effectively, determine appropriate course of action and be able to respond effectively.
10. Prepare thorough documentation and maintain accurate and systematic records.
11. Work with various cultural and ethnic groups in a tactful and effective manner.
12. Act quickly and calmly in stressful or emergency situations.
13. Work an assigned work schedule with adjusted schedules as needed to conduct classes, make presentations, or partner with contracted agency in the delivery of service.
14. Use standard office equipment, computers, case management software and Microsoft Office software such as Outlook, Word, and Excel.
15. Establish and maintain effective working relationships with those contacted in the performance of required duties.

SALARY : Depending on Experience; Benefits package includes health, dental, vision and life insurance, Wellness Program, Employee Assistance Program, Paid Time Off, Paid Sick Leave, plus 13 paid holidays per year. We also offer a no-match voluntary retirement package and voluntary benefits with Aflac and Legal Shield.

TO APPLY : Submit resume and cover letter by email to the KidsFirst Human Resources Manager

Case Manager

kmartinez@kidsfirstnow.org

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IS AN
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