



Community Awareness & Treatment Services, Inc.

Job Title: CASE MANAGER

Program: Eddy Street Apartments

Location: 425 Eddy Street, SF CA 94109

Reports To: Program Coordinator/ Program Director

Hours: To be determined

Status: Non-exempt, Union Member (OPEIU)

JOB SUMMARY:

The Case Manager is responsible for establishing, maintaining relationships with clients and support the desk clerks.

ESSENTIAL JOB DUTIES:

- Establish and maintain a caseload of clients, provide services including, but not limited to, counseling including crisis intervention, assessment, evaluation, advocacy and co-facilitation of groups.
- Meet with clients regularly to assist them in developing and executing a case plan that includes timelines for individual goals and objectives.
- Ensure access to resources that help stabilize clients' income through benefits advocacy, money management, housing, medical status, and other needs, including social service systems and other agencies.
- Conduct outreach to encourage program usage.
- Maintain client files and associated documentation.
- Assist clients in developing external support systems.
- Assist with medication monitoring.
- Provide follow-up counseling.
- Adhere to established policies and procedures.
- Training and meeting attendance.
- Cover the front desk whenever needed.
- Other duties as assigned.

QUALIFICATIONS:

- Master's or Bachelor's degree and related work experience.
- Previous case management experience and/or training.
- Possess effective communication skills and the ability to work both independently and cooperatively.
- Thorough knowledge of homeless, mental health, substance abuse, HIV and cultural diversity issues.
- CPR and First Aid certification within 90 days of hire.

SALARY AND BENEFITS:

- \$17.07 per hour introductory and \$17.38 post introductory..
- This is a union position which requires OPEIU membership after 30 days.
- Competitive benefits package including medical, dental, 11 paid holidays, 3 floating holidays, paid vacation, sick leave, EAP, voluntary 403 (b) account and pre-tax commuter check program.
- This position is located in San Francisco, California.

TO APPLY:

Email your cover letter and resume to: jobs@catsinc.org with the position title in the subject line. **EMAIL IS PREFERRED.**

Then, visit our website www.catsinc.org/careers to fill out our online job application and mandatory forms and email to the email address above.

Alternately, you may fax your materials to (415) 241-1176 or mail your materials to:

Attn: Human Resources
Community Awareness & Treatment Services
1171 Mission Street
San Francisco, CA 94103

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