



## Community Awareness & Treatment Services, Inc.

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**Job Title:** CASE MANAGER

**Program:** Eddy Street Apartments

**Location:** 425 Eddy Street, SF CA 94109

**Reports To:** Program Coordinator/ Clinical Supervisor

**Hours:** To be determined

**Status:** Non-exempt, Union Member (OPEIU)

### **JOB SUMMARY:**

The Case Manager is responsible for establishing and maintaining relationships with 25 clients and supporting the Desk Clerks.

### **ESSENTIAL JOB DUTIES:**

- Maintain a caseload, provide counseling including crisis intervention, advocacy and group facilitation.
- Meet with clients regularly to assist them in developing and executing timelines for individual goals and objectives.
- Ensure access to resources ie., 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 degree preferred, or Bachelor's (B.A.) degree or equivalent in education and 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 & HOURS:**

Competitive benefits package including medical, dental, paid holidays, 3 floating holidays, vacation days, sick leave, EAP, voluntary 403(b) account and pre-tax commuter check program. Hours: Full-time; 40 hours per week @ \$17.07 per hour introductory, \$17.38 per hour post introductory. This is a union position requiring OPEIU membership after 30 days. This position is located in San Francisco, California.