

COMMUNITY FORWARD SF

JOB ANNOUNCEMENT

Job Title: Transgender ReEntry Case Manager

Program: A Woman's Place Drop-In Center

Reports To: Clinical Program Coordinator and/or Program Director

Status: Non-exempt, Union

Hours: Full-Time, may include one evening

JOB SUMMARY:

The Case Manager is responsible for establishing and maintaining relationships with currently incarcerated or formerly incarcerated 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 i.e., 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:

- Bachelors (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 working with transgender individual, homeless, mental health, substance abuse, HIV, and cultural diversity issues.
- CPR and First Aid certification within 90 days of hire.

SALARY & HOURS:

Hours: Full-time; 40 hours per week at \$17.07 per hour introductory, \$17.38 per hour post-introductory. This is a union position requiring OPEIU membership after 30 days.

Competitive benefits package including:

- medical, dental
- paid holidays
- 3 floating holidays
- vacation days
- sick leave
- EAP
- voluntary 403(B) account
- pre-tax Commuter Check program