



Case Manager Job Announcement

<u>Job Title:</u>	Case Manager
<u>Department/Program Name:</u>	Health and Wellness Program
<u>Salary:</u>	\$20 - \$23/hour
<u>Classification:</u>	Full-time, non-exempt
<u>Hours/Benefits:</u>	37.5 hours per week with employer-paid health and dental benefits, vacation and sick hours
<u>Reports To:</u>	Health and Wellness Program Manager

AGENCY DESCRIPTION

Based in San Francisco's Tenderloin District, Southeast Asian Development Center SEADC (SEADC, formerly Vietnamese Youth Development Center) is a multi-service agency offering services in employment and leadership training, educational support and advocacy, and counseling for immigrant and low-income youth, adults and their families. SEADC supports Southeast Asian children, youth and adults to have a strong foundation to be healthy, economically self-sufficient, achieve life-long learning and engage in civic opportunities. Founded over 40 years ago, SEADC serves over 500 clients each year.

POSITION SUMMARY:

The Case Management services at SEADC supports clients with coordination, linkage and referral to services available to them. The goal is to empower clients to draw on their own strengths and capabilities, promote wellness and an overall improved quality of life. Services include planning of client's needs, providing support to clients and their families by helping them to achieve their identified goals.

The Case Manager is responsible for providing comprehensive strength based one-on-one case management services to at risk and high risk individuals. The Case Manager's primary functions are to coordinate, link and refer clients to services and resources available in the community and within the center. They monitor client progress, follow up with referral linkages of third party providers and community resources, work closely with SEADC behavioral health team to complete, maintain and update accurate physical client records and online databases.

The ideal candidate will be skilled in working one-on-one with vulnerable populations and has knowledge of the demographics that make up the Southeast Asian community and the historical context that impacts their day to day life. They must be flexible with varying schedules and activities during the week.

RESPONSIBILITIES

1. Provide case management services for up to 40 clients for the year.
2. Support the intake and assessment of new and existing clients of SEADC.
3. Make referrals to internal and external resources to assist clients with meeting individual service plan goals.

4. Identify and connect clients with behavioral problems to appropriate resources and other providers in the community to support the development of positive behavior plans.
5. Conduct home visits, attend court hearings and provide support to clients and their families when necessary.
6. Work collaboratively with community-based organizations, school personnel and other service providers in San Francisco.
7. Work collaboratively with SEADC staff members to support clients' needs in accessing SEADC programs and resources.
8. Document well-written client notes, reports, service plans, and progress made towards client goals according to program and funder requirements.
9. Maintain participant records, progress reports, and evaluations.
10. Complete and submit program reports.
11. Attend grantor meetings, program training, and professional development training.
12. Participate in and attend agency and program meetings and agency-wide events.
13. Quarterly evaluations of progress made toward client goals.
14. Other duties as assigned by Direct Supervisor.

KNOWLEDGE AND QUALIFICATIONS

1. Bachelor's Degree in Psychology, Social Work, Counseling or related field OR two years or more of work experience in a similar setting.
2. Knowledge and ability to interview and complete screening and assessment of clients.
3. Demonstrated experience working with at-risk and high-risk individuals, including youth and adults.
4. Strong interpersonal and communication skills, both one-on-one and in groups.
5. Self-starting, self-motivated and able to work within a team and on multiple tasks and meet deadlines.
6. Strong knowledge of services and programs for children, youth and families in San Francisco.
7. Strong organizational skills.
8. Must possess excellent leadership, interpersonal and time management skills.
9. A passion and commitment to the SEADC mission.
10. Bilingual in Southeast Asian language preferred.
11. TB and fingerprinting clearance required.
12. Strong self-care routine and support network

TO APPLY, Please submit a cover letter as to why you are interested in this position along with your resume via email or mail to **Mory Chhom** at info@VYDC.org or SEADC, 166 Eddy Street, San Francisco, CA 94102.

The mission of Southeast Asian Development Center (SEADC) is to foster a healthy, thriving and self-sufficient Southeast Asian American community.

We are an Equal Opportunity Employer and committed to embracing diversity and consider all applicants for all positions without regard to color, ethnic background, religion, sex, gender identity, sexual orientation, national origin, age, disability, HIV/AIDS or veteran status.

The mission of Southeast Asian Development Center (SEADC) is to foster a healthy, thriving and self-sufficient Southeast Asian American community.