



# Southeast Asian Development Center

## Southeast Asian Development Center Case Manager

Are you looking to “give back to the community?” The Southeast Asian Development Center (SEADC) is looking for a **Case Manager** to provide one-on-one case management services to at-risk and high-risk individuals. The **Case Manager** will be skilled in working one-on-one with vulnerable populations and has knowledge of the Southeast Asian community and the historical context that impacts their day-to-day life.

The **Case Manager** is responsible for the coordination, links and referrals that our clients need for the services and resources available for them in the community and at SEADC. The goal is to empower our clients to draw on their own strengths and capabilities, promote wellness, and achieve an overall improved quality of life.

***Due to COVID-19, all staff are working remotely; due to community needs, all staff will be required to support direct programming in areas such as youth engage in-person Community hubs, distributing food and PPE and or assisting in-person clients to access COVID-19 testing and other needed client support.***

### **About Us:**

Founded in 1978, the Southeast Asian Development Center, formerly Vietnamese Youth Development Center (VYDC) is a nonprofit organization dedicated to lifting children, youth and families from Cambodia, Laos, and Vietnam out of poverty. Our services are structured around providing low-income and vulnerable Southeast Asian Americans with basic needs and skills critical to building successful futures. We provide jobs, academic support, language service, health, and wellness, promote cultural resiliency and social guidance. Learn more about us at: <https://seadcenter.org>

### **Compensation and Great Benefits!**

**Salary range:** \$20 - \$23/hour; DOE

**Benefits include:** medical, dental, vision, AD&D, commuter benefits, 12 holiday days, 15 vacation days and 10 sick days per year.

### **Responsibilities:**

- Provides case management services for up to 40 clients for the year
- Supports the intake and assessment of new and existing clients
- Makes referrals to internal and external resources to assist clients with meeting individual service plan goals
- Identifies and connects clients with behavioral problems to appropriate resources and other providers in the community to support the development of positive behavior plans
- Conducts home visits, attends court hearings and provides support to clients and their families
- Works collaboratively with community-based organizations, school personnel and other service providers in San Francisco
- Works collaboratively with staff members to support clients' needs in accessing programs and resource
- Monitors client progress, follow ups with referral linkages from third party providers and community resources; works closely with SEADC's behavioral health team to complete, maintain and update accurate physical client records and online databases
- Documents well-written client notes, reports, service plans, and progress made towards client goals; submits quarterly evaluations of progress made toward client goals
- Maintains participant records, progress reports, and evaluations; completes and submits program reports
- Attends grantor meetings, program training, and professional development training
- Participates in and attends agency and program meetings and agency-wide events

**Qualifications:**

- Commitment to the mission of SEADC
- Bachelor's Degree in Psychology, Social Work, Counseling or related field or two years or more of work experience in a similar setting
- Bilingual in Southeast Asian language preferred
- Strong knowledge of services and programs for children, youth and families in San Francisco
- Knowledge and ability to interview and complete screening and assessment of clients
- Experience working with at-risk and high-risk individuals, youth, adults, low-income individuals, immigrants, and/or English language learners; knowledge of cultural competency to underserved populations
- Strong interpersonal and communication skills with one-on-one and in groups
- Able to work within a team and on multiple tasks and meet deadlines
- Excellent judgment and proven ability to independently develop solutions, take immediate action, manage multiple projects with competing priorities, and complete them in a timely manner
- Proficiency with Microsoft Office Suite; Salesforce
- Must be flexible with varying schedules and activities during the week

**To Apply:**

Please send your resume, a cover letter, and a brief writing sample to: [SEADCJobs@gmail.com](mailto:SEADCJobs@gmail.com); please put "Case Manager" in the subject line.

*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.*