



BILINGUAL RESIDENTIAL CASE MANAGER

The Center on Juvenile and Criminal Justice (CJCJ) is seeking applicants for a full-time (32-40 hours/week) Bilingual Residential Case Manager. This position is part of our Cameo House program, which provides wraparound, gender-responsive, and trauma-informed services to formerly homeless, pregnant and/or parenting justice-involved women in a structured residential setting. Cameo House creates and customizes treatment plans based on each participant's individual needs, and supports each participant for 1 to 2 years as they reintegrate back into their communities. Applicants should have an interest in working directly with women and children and an interest and commitment to criminal justice reform. CJCJ's mission is to reduce society's reliance on incarceration as a solution to social problems. For more information, visit www.cjcj.org.

The duties of the Bilingual Residential Case Manager include:

- Provide intensive case management services including, but not limited to: cooperative treatment planning and assessment, resource brokerage and referral, intake, case coordination, participant and court advocacy, linkages to various supports, and transportation and support in attending appointments.
- Create case plans for participants and children to ensure that they are receiving high quality educational and social opportunities.
- Document accomplishments; oversee proper documentation of all participant and child files.
- Develop and maintain relationships with community-based service providers, the courts, and other local and state agencies to help participants access the necessary resources.
- Attend court hearings and provide testimony as needed.
- Maintain contact with participant's external day providers, monitor scheduled medical appointments, and make pediatric referrals when necessary.
- Attend collaborative cross agency meetings and attend community meetings as appropriate.
- Ability to provide on-call back up if needed.
- Participate in staff trainings, discipline or staff reassignment working with or through the Program Director.
- Other duties as assigned.

Minimum Qualifications

- Experience providing counseling, case management and/or supportive services to women and children. Bachelor's Degree in Social Work, Psychology, AOD certification or related field preferred.

- Familiarity with harm reduction, strength based approaches, principles of gender specific and trauma-informed care in a non-traditional, residential setting.
- Familiarity with and/or interest in the criminal justice system and recovery programs.
- Detail oriented with excellent writing, communication, and organizational skills.
- Willingness to work flexible hours to support program and participants needs.
- Commitment to CJCJ's mission.
- Meet requirements for employment, i.e., references, physical demands to frequent all three floors of the Cameo House building throughout the shift numerous times, criminal record clearance, etc.

Compensation: We offer a generous benefits package, casual work environment, and a great team of committed professionals. The position reports directly to the Program Director.

To Apply: Please email letter of interest, resume, and references to cjcjoffice@gmail.com and include "Bilingual Residential Case Manager" in the subject line.

WOMEN, PERSONS OF COLOR, INDIVIDUALS WITH PAST INVOLVEMENT IN THE JUSTICE SYSTEM, AND DIFFERENTLY ABLED PERSONS ARE ENCOURAGED TO APPLY