

Case Manager for the Cameo House Program

The Center on Juvenile and Criminal Justice's (CJCJ) Cameo House program is looking to hire an energetic, passionate and professional Case Manager. Cameo House is a residential alternative sentencing program for homeless, formerly incarcerated women and their children. The program provides supportive services and reunification for women with up to two children.

A cameo is a seemingly plain stone that, when carefully carved, produces an exquisite silhouette of a woman and becomes a priceless gem. The symbolism of this transformation applies to our participants who, through the help of the program, come to realize that they too are exquisite and priceless members of both the Cameo House family and our community.

The program supports participants in building skills in areas such parenting, stress management, anger management, educational and vocational attainment, and economic self-sufficiency. Residents must be committed to sobriety, have at least one child in custody or in formal reunification services, be on probation or justice-involved, and homeless. Learn more at <http://www.cjcj.org/Direct-services/Cameo-House.html>.

To learn more about CJCJ, whose mission is to reduce society's reliance on the use of incarceration as a solution to social problems, visit www.cjcj.org.

Duties and responsibilities include:

- Provide intensive case management services to 11 mothers and children including, but not limited to: treatment planning and assessment, resource brokerage and referral, intake, case coordination, and client advocacy
- Create individualized case plan for participants and their children to ensure that they are receiving high quality supports and services
- Document participant progress, and oversee documentation of all participant files
- Develop and maintain relationships with community based service providers, courts, and other local and state agencies
- Attend court hearings, provide testimony as needed, and write and submit reports as needed to Probation Officers, Attorneys, and the Court
- Enforce all Program Rules and complete Incident Reports as needed
- Communicate regularly with supervisors/colleagues to support program and client goals
- Increase participant access to housing resources, employment, childcare, education, etc.
- Accompany clients to appointments, supporting case plans
- Provide crisis intervention, de-escalation and conflict resolution
- Ability to provide on call back up as needed

Qualifications for this position are listed below:

- Bachelor's Degree in counseling, social work, psychology, or related field or three years of experience providing case management, counseling, and supportive services to women and/or children
- Familiarity with harm reduction, strength-based, gender-specific, and trauma informed care
- Familiarity with the criminal justice system, recovery programs, or residential programs
- Ability to work with people from diverse backgrounds
- Excellent communication skills and a good sense of humor
- Willingness to work flexible hours as needed
- Working computer knowledge and comfort with Microsoft Office
- Possess a valid California Driver's License, access to a vehicle for work purposes, and a positive driving record

Compensation and benefits:

This is an hourly full-time non-exempt position with great opportunities for free on-the-job training and comprehensive benefits, a casual work environment, and a great team of committed professionals. Wages will depend on experience. Full benefits include complete health, dental, and life insurances, of which CJCJ covers 100% of the premiums – zero employee contribution. Additional benefits include 12 holidays/year, 10 sick days/year, and 10 vacation days/year (vacation time increases based off of staff seniority). This position reports directly to the Program Director.

To Apply: Send your resume and cover letter with “Cameo Case Manager” in the subject line in response to this posting. This position will remain open until filled so apply immediately if you are interested.

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