

BILINGUAL CLINICAL CASE MANAGER

The Center on Juvenile and Criminal Justice (CJCJ) is a private non-profit organization whose mission is to reduce society's reliance on the use of incarceration as a solution to social problems. We do this through the provision of programs to persons facing imprisonment, education efforts about imprisonment and its effect on people, and technical assistance to entities wishing to establish and/or evaluate programs working with those facing imprisonment. For more information, visit our website at www.cjcj.org.

CJCJ is seeking a dedicated and energetic bilingual (Spanish/English) Clinical Case Manager who will provide community-based mental health services to high-risk or in-risk youth on juvenile probation or at risk of system involvement. The program is aimed at stabilizing a youth and family by providing direct clinical interventions and pulling formal and informal supports together for the common purpose of addressing safety concerns, chronic and acute mental health needs, and other identified needs which present as barriers to a youth being successful in their community.

Job duties:

- Maintain a caseload of 6-10 youth providing mental health services in the school, home and community settings
- Complete all medical record and documentation in a timely fashion and in accordance with documentation standards set forth by the agency and the San Francisco Department of Public Health
- Maintain accurate case files and records following confidentiality and HIPAA guidelines
- Perform case coordination and develop relationships with family members, school staff, service providers, public defenders and private attorneys, the juvenile courts, and juvenile probation department personnel
- Attend court hearings and provide testimony and advocacy as needed
- Complete court and/or probation reports
- Accompany youth to various appointments
- Participate in case consultation meetings, clinical supervision, individual supervision, and staff trainings
- Carry out all assigned responsibilities in a professional manner
- Other duties as assigned.

Qualifications:

- Bilingual in English and Spanish
- Bachelor's Degree in Social Work, Psychology, Criminal Justice, or related field
- Experience working with the juvenile justice and/or mental health system(s)

- Knowledge of San Francisco's community-based service providers
- Ability to work with people from diverse backgrounds; strong interpersonal communication skills
- Ability to work under pressure; good sense of humor
- Ability to work independently as well as in a team setting
- Detail-oriented with good organizational skills
- Basic computer skill
- Passion for social justice work
- Must have a valid driver's license and maintain access to a registered and insured vehicle to use in carrying out your job duties
- Must be able to pass background check for working with youth

This position reports directly to CJCJ's Director of Behavioral Health. This is an hourly non-exempt position. Anticipated weekly hours are 40 hours/week but can be negotiated to fewer if desired.

To Apply: Send your resume and cover letter with "Clinical Case Manager" in the subject line to cjcjoffice@gmail.com. This position will remain open until filled so apply immediately if you are interested.

Benefits: CJCJ offers a competitive salary, excellent comprehensive benefits, a casual work environment, and a great team of committed professionals. Full benefits include complete health, dental, and life insurances, of which CJCJ covers 100% of the premiums – zero employee contribution, retirement plan. Additional benefits include 12 holidays/year, 10 sick days/year, and 10 vacation days/year (vacation time increases based off of staff seniority). Finally, the position offers extraordinary opportunities for paid training, clinical growth, professional development, clinical supervision, opportunity to accrue clinical hours, and occasional conference participation.

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

