



JOB ANNOUNCEMENT

Bill Wilson Center is a nationally and regionally recognized leader for providing services to at-risk youth and families. Our agency -- from our executive team to our line staff -- is committed to improving the lives and conditions of the people we serve. We provide direct services to more than 3,500 children, youth, young adults and families in Santa Clara County. BWC provides services that meet the cultural and linguistic needs of our whole community. We value our unique ethnic diversity as well as the LGBTQ community and non-able body community. Join us and become a difference maker at Bill Wilson Center! Find out more at http://www.billwilsoncenter.org/bwc_jobs/

Case Manager – Young Adult Family Shelter

SUMMARY:

Under the direction of the Program Manager, the Young Adult Family Shelter Case Manager provides families residing in the program with case management and support services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Intake and assessment services of young adults including SBIRT, Human Trafficking, VI-SPDAT or as outlined in contract requirements.
- Provide case management and counseling to young adults and their families
- Maintain client files for young adult per agency standards including signed consents, progress notes, assessments, case plans, emergency contacts, safety plans, etc.
- Create home like environment assisting in meal planning for dinner preparation and chores for family style meal and discussion about day
- Provide referrals to BWC services for Mental Health or Substance Abuse services, employment, education and living skills
- Utilize trauma informed practices and motivational interviewing when interacting with clients and creating culture of program
- Assist young adults in learning or improving independent living skills
- Assist youth with developing educational and vocational plans.
- Ensure program outcomes and goals are met per contract
- Utilize community resources to meet needs of clients in the program.
- Maintain statistical data and complete reports as appropriate. Enter ALL client data into AWARDS. Must maintain AWARDS and keep updated with all client information and data.
- Attend agency and other program meetings as appropriate.
- Participate in agency Program Quality Improvement activities and initiatives
- Participate in agency Safety initiatives and proactively report safety issues to management immediately
- Complete program and financial documentation according to program and agency standards.
- Must be able to communicate effectively, get along with coworkers and deal effectively and professionally under pressure.

- Monitor housing conditions (residence) to ensure safety and/or cleanliness issues are addressed in a timely manner.
- Search bedrooms as needed on suspicion of major safety concerns. Follow up with residents about violations and any non-compliance with program expectations.
- Monitor chores and support clients to be successful to complete chores.
- Transport clients to appointments, meetings, etc. as needed.
- Regular attendance is a requirement of the position.
- Other duties as assigned.

QUALIFICATIONS:

Bachelor’s Degree from a four-year college or university preferred or one to two years related experience and/or training or equivalent combination of education and experience. Experience working with culturally diverse youth required. Current CPR and First Aid Certification required (or complete within 30 days of hire). Valid California driver’s license with access to a personal vehicle with current insurance that can be used for company business. Fingerprinting/background check as required by the Department of Justice and/or Title XXII regulations. TB test required.

All applicants are required to be fully vaccination with booster against COVID-19 (if eligible or agree to receive booster at the time of eligibility) prior to employment.

SALARY RANGE:

\$25.00 – 30.00 per hour. 100% employer paid Medical, Dental, Vision, Life Insurance, LTD and Employee Assistance Program. Retirement Plan with discretionary Employer Contribution. Generous PTO plan, 13 paid Holidays. And much more!

For consideration, please submit cover letter and resume to and be sure to reference the position name in the subject line and/or cover letter:

BILL WILSON CENTER
ATTN: Resumes
FAX: (408) 244-4022
Email: resumes@billwilsoncenter.org

EEO:

Bill Wilson Center is an Equal Opportunity/Affirmative Action employer committed to building a team that represents the racial, ethnic and linguistic needs of our community. People of color, women, persons with disabilities, and persons who are LGBTQ are strongly encouraged to apply.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and BWC’s operations, responsibilities may be modified at any time.