



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 – Transitional Housing Program Plus (THP+)

The Case Manager I for THP+ provides intensive case management services for emancipated former foster youth ages 18-25. Services provided center primarily around strengthening independent living skills and housing permanency along with career and education development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Intake and assessment services.
- Assist participants in finding and maintaining permanent housing.
- Provide community based case management services to youth in program.
- Assist youth in skill-building including independent living skills and parenting skills as applicable.
- Assist youth with developing educational and vocational plans.
- Assist youth with child care arrangements; have regular communication with child care providers and parenting instructors.
- Provide referral assistance to legal services, health services, drug and alcohol services and mental health services.
- Assist youth in developing and implementing an "Individualized Program Plan" to meet long-term housing and independent living needs.
- Utilize community resources to meet needs of youth in the program.
- Maintain statistical data and complete reports as appropriate.
- Follow agency protocols and procedures regarding accounting and financial requests
- Attend agency and other program meetings as appropriate.
- Must be able to communicate effectively, get along with coworkers and management and deal effectively and professionally under pressure.
- Monitor Clients housing conditions (residence) to ensure safety and/or cleanliness issues are addressed in a timely manner.
- Ensure cleanliness and tidiness at THP+ office sites. Report maintenance issues to manager or Facilities Manager immediately.
- Ensure that any BWC vehicles used are kept tidy and that any maintenance or safety issues are reported to the Facilities Manager immediately.
- Regular attendance is a requirement of the position.

- Work with outside agencies to ensure quality of care for youth and their children.
- Participate in agency Program Quality Improvement Activities and Initiatives
- Participate in agency Safety initiatives and proactively report safety issues to management immediately.
- Other duties may be assigned.

QUALIFICATIONS:

Bachelor's degree (B.A. B.S.) from four-year college or university (preferably in Behavioral Sciences); or equivalent combination of education and experience. Must be punctual, efficient and organized; effective and professional under pressure. Ability to balance excellent client care with meeting deadlines and ensuring positive program goals and outcomes. Experience providing services to clients of various racial, ethnic, socioeconomic backgrounds or sexual identity who are overrepresented in homeless populations as well as working in different cultural environments. An understanding of humility and respect for working with homeless youth and families. Excellent communication skills - must be personable and informative when presenting BWC programs and services. Valid California driver's license with access to a personal vehicle, Fingerprint/background check and 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 (reference the position name in the subject line and/or cover letter) to:

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.