



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 Placement Program (THPP)

Master's degree required or in progress

The Case Manager for THPP works directly with foster care youth (16 yrs-18 yrs) and foster care young parents to support them in all life domains that prepare them for independence and self-sufficiency. The Case Manager has a small caseload of up to 12 youth who are living in residential homes throughout Santa Clara County, attending school and/or employment learning life skills of shopping, meal preparation, maintaining a home, sharing space with other while focusing on higher education, careers, well-being, making permanent connections with caring adults, managing their health and dental care, and for some, parenting skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Complete assessments and intakes on new youth being admitted into THPP
- Develop Needs and Service plan goals with youth within first 30 days of their admit and update every 6 months thereafter. Support youth in reaching desired goals
- Assist young adults in skills building including independent living skills and , if applicable, parenting skills.
- Encourage, motivate and support youth in attaining their high school diploma with option to attend community college or state university
- Assist young adults with how to become gainfully employed, build resume, and all other skills needed toward being successfully employed
- Support young adult with any other vocational or career paths.
- Assists young adult with budgeting, banking and money management
- Assist parenting young adults with child care arrangements.
- Ensures that homes are within Title XXII compliance and in good repair
- Documentation of all assessments, treatment plans and contacts in electronic health care record
- Provide referral assistance to legal services (LACY), health services, drug and alcohol services and mental health services or other linkages as needed
- Utilize community resources to meet needs of young adult in the program.
- Assist with interviews, training and maintenance of House Monitors
- Maintain effective communication with placement workers through DFCS or Probation Departments
- Provides Aftercare services to young adults post discharge
- 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:

Master's degree in Counseling, Psychology or other Behavioral Health field plus 2 years of relevant case management experience. In absence of Master's degree, a Bachelor's degree in Social Sciences with at least one-year enrollment in Master's program can be considered with Community Care Licensing authorization. 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. Required to be fully vaccinated with booster against COVID-19 (if eligible or agree to receive booster at the time of eligibility) Required to be fully vaccinated with booster against COVID-19 (if eligible or agree to receive booster at the time of eligibility)

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.