



Position: Clinical Case Manager
Department: Housing and Jobs Collaborative Breaking Barriers

Summary

As part of a multi-disciplinary team, the Clinical Case Manager will provide field based therapeutic services with clients referred by the Probation Department who are exiting jail and in need of housing. The Clinical Case Manager will assist them to attain housing with the support of a two year housing subsidy and increase their income in order to sustain their housing at the end of the subsidy period. The Clinical Case Manager's primary responsibilities are to actively engage clients and provide intensive mental health and case management services through the use of evidence based practices that will ensure housing stability, self-sufficiency and community integration.

Essential Duties and Responsibilities

1. Assess mental health service needs of clients
2. Provide crisis intervention and clinical case management services to participants
3. Link clients with appropriate medical, mental health, substance abuse, and vocational resources
4. Assist clients in obtaining all benefits to which they are entitled
5. Assist clients in obtaining meaningful vocational and educational experiences
6. Provide opportunities for clients to build a supportive peer community
7. Facilitate life skills and coping skills workshops and support groups
8. Network with agency and outside service providers, ensuring client access to appropriate resources
9. Collaborate and communicate effectively with property managers and agency staff on behalf of clients
10. Provide, coordinate, and implement mental health and recovery support services with individual members
11. Develop effective, trusting relationships with members, with a focus on facilitating independence and maintenance of improved physical and mental health
12. Collaborate with each member to develop their individual service plan; review and update quarterly and/or at time of goal completion.
13. Assist members with becoming involved in daily activities, socialization, health maintenance, sense of community
14. Adhere to an emphasis on customer choice, harm reduction, and psycho-social rehabilitation.
15. Develop and maintain a complete, accurate, and current member file with all funder-required documents
16. Assure that all member paperwork and data collection is complete and up-to-date in the case management database

Qualifications

1. Master's degree in a mental health field
2. Registered with the board of behavioral sciences or ability to do so within the first 2 months of employment
3. Demonstrated knowledge of clinical case management
4. Knowledge of community resources
5. Able to work in a high-tolerance, harm reduction model with individuals who have multiple barriers
6. Strong clinical, team-building, charting, and non-violent crisis intervention skills
7. Computer literate; able to effectively use computerized database for client file management, with basic skills in Microsoft Word, Outlook, and Excel programs
8. Detail oriented with strong time management, organizational, written, verbal, and interpersonal skills
9. Valid CA Driver's license, reliable car, auto insurance, and an acceptable driving record
10. Able to obtain and maintain CPR/1st Aid certification

Preferred Qualifications:

1. Experience with the Justice system
2. Experience working with homeless individuals who are living with mental illness, substance addiction and physical health problems

3. Minimum 30 WPM typing speed

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