



**Position:** Safety Net Services Case Manager  
**Status:** Non-Exempt  
**Reports to:** Safety Net Services Program Manager  
**Hours:** 37.5 hours (8:30 a.m. to 5:00 p.m.) Monday-Friday, Flexible Hours

### **At-Will Employment**

You are free to terminate your employment with Women's Center-Youth & Family Services at any time, with or without a reason, and Women's Center-YFS has the right to terminate your employment or the employment of others at any time, with or without a reason. Although Women's Center-YFS may choose to terminate employment for cause, cause is not required. This is called "at-will" employment.

Most employees at Women's Center-YFS are funded by a variety of grants, governmental programs and endowment sources. Continued employment is contingent upon continued receipt of those funds.

**Job Summary:** Provide case management and assessment services for families referred by the Child Welfare System (CPS). Develop and monitor case plans with families, provide referrals to community resources, conduct in-home visits, participate in Team Decision Making (TDM) meetings, maintain contact with referring CPS social worker, data collection, case documentation, file maintenance, and social service support to families.

### **Job Qualifications:**

- Must support Women's Center-YFS's mission and philosophy; be dedicated to eliminating sexual assault and domestic violence and committed to the Center's Guiding Principles. These principles are based on the fundamental values of both feminism and the social work profession, including the worth, dignity, and uniqueness of all persons as well as their rights and opportunities. The nature of the work of Women's Center-YFS fosters conditions that promote these values.
- Bachelor's degree or 4 years' experience in related field.
- Successful completion of Victim Assistance Training.
- Experience providing case management services.
- Ability to provide crisis intervention.
- Excellent organizational skills.
- Excellent communication skills, both written and oral.
- Ability to treat clients with respect and foster their active engagement in the development of a case plan.
- Ability to work independently.

- Understanding of the dynamics of family dysfunction, including domestic violence, child abuse and neglect, developmental issues and substance abuse issues.
- Ability to work with foster system children/youth and their families.
- Must be self-motivated and interested in improving skills and knowledge to grow with the expanding needs of the organization.
- Ability to maintain professional boundaries with clients.
- Sensitivity to issues concerning survivors of sexual assault, domestic violence, and homeless, runaway youth, i.e., self-esteem, assertiveness, empowerment, violence prevention and victims' rights.
- Awareness of and sensitivity to the cultures represented in San Joaquin County.
- Good inter-personal skills, ability to relate well with persons from a variety socioeconomic and cultural groups.
- Computer skills required.
- Flexible hours to accommodate the needs of the position.
- Ability to lift supplies up to 25 lbs. to waist height.
- Must be able to ascend and descend up to three flights of stairs throughout the course of a normal workday.
- Fingerprint clearance required.
- Reliable transportation, valid California Driver's License and proof of insurance.
- Perform other duties as assigned to ensure the smooth operation of Women's Center–YFS.

**Essential Functions:**

- Provide case management services to assigned families.
- Conduct family assessments and develop case plans.
- Have a strong working knowledge of the program requirements and regulations.
- Participate in Team Decision Making (TDM) meetings. Help families achieve goals identified during TDM.
- Provide in-home visits with client families.
- Support families in providing a healthy and safe environment for children.
- Work closely with H.S.A. Court/Family Social Worker on cases which remain open. Keep informed of services provided or attempts to provide services.
- Create and maintain case file which contains all documentation for the family.
- Ensure that data collection and data entry required for program reporting is complete and timely. Includes administering instruments and communicating with CPS personnel.
- Maintain excellent communication with client families with particular effort to teach problem solving skills to enhance family functioning and achieve family goals.
- Maintain the confidentiality of client records and data.
- Keep supervisor informed, on a regular basis, of program activities and concerns.
- Comply with mandated reporting requirements.
- Attend WCYFS staff meetings, trainings, and other meetings as assigned.
- Must be reliable and consistent with attendance and punctuality to work.
- Represent Women's Center-YFS in a professional manner.
- Understand and follow all policies and procedures of Women's Center-YFS.

- Must have an attitude of friendliness and be able to communicate with all levels within Women's Center-YFS.
- Maintain good working relationships with all Women's Center-YFS Staff and Volunteers.
- Carry out other duties as assigned by Supervisor.

Women's Center-Youth & Family Services hires and promotes employees regardless of race, color, religion, ancestry, national origin or ancestry, age, gender, sexual orientation, marital status, medical condition or physical handicap or any other characteristic protected by applicable federal, state or local law. Women's Center-YFS is an equal opportunity employer. Women's Center-YFS strives to be culturally competent, responding respectfully and effectively to people of all cultures, classes, races, ethnic backgrounds and religions in a manner that recognizes, affirms and values the cultural differences and similarities and the worth of individuals, families, and communities and protects and preserves the dignity of each person.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_