



CLINICAL CASE MANAGER PLACEMENT DIVERSION REENTRY PROGRAM (PDRP)

The Center on Juvenile and Criminal Justice (CJCJ), a private non-profit organization dedicated to reducing society's reliance on the use of incarceration as a solution to social problems, seeks applicants for a Clinical Case Manager. We do this through the provision of programs to persons facing imprisonment, education efforts about imprisonment and its effect on people, and technical assistance to entities wishing to establish and/or evaluate programs working with those facing imprisonment. For more information, visit our website at www.cjcj.org.

Intensive Home Based Supervision (IHBS) is a neighborhood based multi-service intervention and treatment program for high risk, repeat offenders who have been returned to their homes and communities on probation. The program centers on community involvement and the coordinated delivery of community services.

IHBS provides intensive case management, community-based, support services to youth. IHBS uses a positive and supportive, while aggressive, case management approach to ensure that the youth take advantage of the services available to them. We are seeking a dedicated and energetic full-time clinical case manager to employ the following duties and responsibilities:

Responsibilities:

- Maintain a caseload of 8-10 EPSDT Medi-Cal eligible clients
- Provide youth daily supervision and monitoring
- Perform assessments, case coordination, and advocacy
- Accompany clients to appointments and perform outreach and interventions for clients
- Maintain accurate case files and records, including client progress notes and logs, in accordance with SF DPH documentation guidelines
- Complete and file Court reports and/or Probation reports in a timely fashion
- Attend client court hearings and provide testimony as needed
- Understanding of client confidentiality and HIPAA guidelines
- Complete all Medi-Cal records and billing documentation in a timely fashion and in accordance with documentation standards set forth by the agency and the San Francisco Department of Public Health
- Develop relationships with community based service providers, juvenile probation department personnel, public defenders, and the juvenile courts
- Participate in staff meetings, agency meetings and staff trainings
- Carry out all assigned responsibilities in a professional manner
- Other duties as assigned

Qualifications:

- Bachelor's Degree in Social Work, Psychology, or experienced in related field preferred
- Experience working with juvenile justice involved youth with high needs and high risk of re-offending, and families and/or mental health (experience is preferred)

- Experience in the field of juvenile justice, substance abuse, and/or mental health and/or bachelor's degree from accredited college (experience is preferred)
- Knowledge of community-based service providers
- Ability to work with people from diverse backgrounds; strong interpersonal communication skills
- Ability to work under pressure; good sense of humor
- Ability to work independently as well as in a team setting
- Detail-oriented with good organizational skills
- Basic computer knowledge
- Passion for social justice work
- As a Clinical Case Manager, you are required to maintain a valid driver's license and maintain access to a registered and insured vehicle to use in carrying out your job duties
- Must be able to pass background check for working with youth

This position reports directly to the CJCJ Director of Juvenile Justice Services. This is a full-time position with comprehensive benefits.

To Apply:

Please send your resume and cover letter for the PDRP Clinical Case Manager position by email to cjcjoffice@gmail.com. Please put "PDRP Clinical Case Manager Applicant" in the subject line of your email. You can also apply by mailing your resume and cover letter to CJCJ, 440 9th Street, San Francisco, CA 94103, attention: "PDRP Clinical Case Manager Applicant".

***WOMEN, PERSONS OF COLOR, DISABLED PERSONS and EX-OFFENDERS
ENCOURAGED TO APPLY.***