



CLINICAL CASE MANAGER

Position overview

This position is partially funded through the Alameda County Probation Department as part of the Delinquency Prevention Network (DPN). As implemented in Alameda County, the Case Manager delivers service within a specific system of service with nine other case managers throughout Alameda County.

Responsibilities:

- Deliver clinical case management services according to current standards of care (related to legal and ethical guideline and consistent with mandated reporting requirements).
- Deliver clinical case management services for children, adolescents, adults, and families referred to Girls Inc. by various unified school districts, within agency programs, law enforcement, and community agencies on a same- or next-day basis.
- Deliver case management services in various field settings when deemed appropriate, including: home, school, juvenile justice, and other community agency settings.
- Participate in Alameda County Probation Department multidisciplinary team meetings.
- Provide additional assistance as needed, including advocacy with local or other collaborative agencies.
- Educate Girls Inc. program staff and Pathways Counseling Center staff on case management services.
- Promote greater staff knowledge and utilization of case management services for Girls Inc. participants and Pathways patients.
- Promote collaborative working relationships with Pathways Counseling Center clinicians and Girls Inc. programming case manager.
- Provide practical motivational and emotional support to referred families.
- Engage and establish rapport with clients.
- Identify at-risk youth and families by conducting a comprehensive assessment.
- Identify family goals and needs to determine their eligibility for services.
- Assess client's capacity to utilize resources.
- Develop individualized and realistic action plan to monitor client progress.
- Empower clients to become self-sufficient.

- In conjunction with the Alameda County case management system of care, maintain tracking records and statistics on all services rendered; prepare effective written reports.
- Develop a strength-based case plan, follow-up plan, and maintain confidential files on all clients served.
- Manage and effectively allocate concrete services for children and families.
- For other system of care Case Managers, provide:
 - Information and direction about referral sources, community resources for clients.
 - Technical advising regarding clinical documentation/statistical compilation
 - Framework for guidelines regarding best practices, services eligibility and catchment areas, and collaboration with other professionals.
- Attend routine meetings: Girls Inc. monthly all-staff meetings, ad-hoc agency committee meetings, Pathways weekly department meeting and weekly clinical case conference, individual meetings and supervision with Case Management Supervisor.
- Participate in DPN countywide training for Case Managers.
- Conduct research for the purpose of gathering community resources.
- Schedule and conduct site visits with outside agencies.
- Represent the agency on the San Leandro Unified School Districts' School Attendance Review Board (SARB) and attend all SARB hearings.

Community Outreach:

- Provide extensive outreach to the various referring programs.
- Make presentations educating the community about case management services.
- Develop working relationships with school district staff, law enforcement, probation officers, probation department psychiatric social worker, and community agencies.
- Conduct research for the purpose of gathering increased number and quality of community resources.
- Create literature regarding case management system of care services and special programs

Representing the DPN Case Management System and/or Agency:

- Work cooperatively with other system of care case managers for the purpose of sharing resources, providing case consultation and disseminating best practices for service delivery.
- Participate in countywide program planning and development to foster a system of services (Alameda County case management system of care).
- Respond to, and assist with north and central county catchment areas regarding families needing bilingual (Spanish-English) services.
- Maintain resources for case management system of care response for monolingual Spanish-speaking families.
- As a School Attendance Review Board (SARB) member, represent the case management system of care and the agency at monthly San Leandro School Attendance Review Board (convened by the San Leandro USD).
- Schedule and conduct sit visits with outside agencies and (potential funders).
- Represent case management, Pathways, and Girls Inc. services to funding sources.

Other Clinical Services:

- Conduct comprehensive clinical interviews
- Provide individual, family, and dyadic therapy
- Collaborate with client and family to develop treatment goals and a written treatment plan
- Complete clinical documentation
- Facilitate parent education workshops

Educational Requirements:

- Master's degree in counseling, social welfare, related field.

For candidates who have completed an advanced degree and seeking licensure as a psychologist, MFT, LCSW, or LPCC, supervised professional experience is available for post-degree accrual of hours.

- Experience with adolescents required
- Experience with school personnel preferred
- Excellent verbal presentation skills
- Strong knowledge of Alameda County community resources and ability to negotiate referrals with client programs
- Strong liaison skills
- Ability to deliver services in varied settings
- Ability to work with diverse population
- Excellent Microsoft Excel skills.
- TB and Department of Justice clearance
- Bilingual (Spanish-English) capability highly desired.

Please note that this position is in the process of being restricted and will be 12-month (upon time of hire) temporary position.

Girls Inc. of Alameda County is an Equal Opportunity Employer