



Job Title: Bilingual Case Manager

Job Classification: Regular, full-time, non-exempt

Reports to: Resources Program Manager

Hours: 40 per week, some evenings and weekends required

Job summary: Bilingual Case Managers provide referrals and assistance in navigating available community services and provides psychoeducation as a means of prevention and self-sufficiency. This position provides support services to high-risk Sonoma County families referred to us by Family Youth & Children Services.

Essential functions:

- Provide basic needs assistance to families including, but not limited to, organizational skills, accessing community support systems and resources, increasing client skills in income and employment areas, and increasing client knowledge of health and nutrition information.
- Effectively assess available resources.
- Provide assistance, education, and skill-building to assigned clients.
- Make supportive referrals for services such as housing, employment, financial (long and short term), domestic violence, childcare, sobriety, basic needs.
- Develop case plan with clients.
- Track and monitor client progress and plans.
- Act as a mandated reporter of child abuse or neglect.
- Use own vehicle to travel to meet with families in person in their homes or in the community.
- Maintain flexible work schedule to meet families' needs.
- Conduct strength and needs assessments.
- Complete required documentation for Sonoma County Family Youth & Children (FY&C).
- Carry of caseload of 18-24 cases.
- Collaborate with service providers, community resources, and families.
- Communicate with clients in Spanish or English.

Requirements:

- At least one year of experience working or volunteering in a human services position working with vulnerable populations.
- Communications: express ideas clearly, concisely and effectively, both verbally and in writing. Practices reflective listening skills.
- Knowledge and experience in working with diverse populations, utilizing culturally competent, strength-based strategies.
- Positively represents CPI to clients, employees, and other community providers.
- Patience and tolerance in meeting families at their current developmental stage.
- Organized, accountable.
- Basic computer skills required.
- Spanish/English Bilingual.

Desired knowledge/skills/experience:

- Knowledge/experience with domestic violence; parenting issues, child development and family resources.
- Knowledge and experience providing trauma-informed care.
- Bachelor's degree or higher in a human services field strongly preferred.
- Experience with case consultations preferred.
- Self-care skills.
- Comfortable working with limited resources.
- Motivational interviewing skills.
- Prior knowledge of local community resources.

PHYSICAL REQUIREMENTS:

- Ability to lift 25 lbs (supplies)
- Prolonged sitting and working on a computer and telephone.

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Child Parent Institute, nor does it in any way alter the at-will employment relationship that exists between employees and Child Parent Institute. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description. CPI is an equal opportunity employer.