



INSTITUTO FAMILIAR DE LA RAZA, INC.

Care Manager

Si a la Vida – Integrated HIV Services

Latino Wellness Center

\$21.98 – \$24.18 hourly rate

AGENCY DESCRIPTION:

Instituto Familiar de la Raza, Inc. is a multi-service community health and social service agency with emphasis in serving the Chicano/Latino/Indigenous community in San Francisco with a special focus on the diverse needs of the Mission District. Services include a wide range of mental health, HIV related services, and social services including health promotion, education, prevention, early intervention, case management, clinical, psychological and psychiatric interventions as well as cultural/social and spiritual re-enforcement. The agency serves children, youth, adults and families; it has a rich history of working collaboratively with other agencies to meet the needs of the diverse Chicano/Latino/Indigenous communities, and other cultural/racial communities in San Francisco.

JOB/PROGRAM DESCRIPTION:

The Care Manager is responsible for implementing individual, group and community level prevention interventions and providing housing and employment linkages for Latina/o transgender and gender non-conforming individuals.

Transgender and gender nonconforming individuals are encouraged to apply.

Si a la Vida –Integrated HIV Services offers a continuum of HIV and wellness services to diverse Latino communities in San Francisco, including HIV prevention and mental health services. Our goals are to support Latinos in reducing their risk of HIV infection and transmission; to improve the quality of life of those living with and at risk of HIV; and to reduce stigma related to HIV, sexual orientation and gender identity. We accomplish this through client-centered, nonjudgmental, culturally and linguistically appropriate services.

Essential Job Duties include but not limited to the following:

- Provide risk reduction sessions to transgender and gender non-conforming Latina/o individuals to reduce substance abuse and HIV risk behaviors
- Conduct client assessments to evaluate housing and employment needs and support clients in formulating action plans to work toward securing housing and employment
- Plan and co-facilitate educational, support groups and workshops
- Assist Program Coordinator with data collection and entry, monthly reports, and evaluation
- Maintain highest level of client confidentiality; follow HIPPA regulations
- Work well with a multidisciplinary team and other collaborators

Instituto Familiar de la Raza, is an equal opportunity employer and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. People of color are encouraged to apply.

- Attend and actively participate in supervision, trainings, and team and agency-wide meetings, and represent the program and agency professionally
- Other duties as assigned by supervisor

Required Skills:

- Must be fluent in both Spanish and English
- Strong verbal and written English and Spanish skills
- Experience working with Latina/o transgender and gender nonconforming individuals
- Demonstrated experience working with people living with HIV and at-risk individuals, substance using individuals, immigrant communities, and socially and economically disadvantaged Latino communities
- Knowledge of housing and employment opportunities in San Francisco
- Knowledge of HIV/AIDS and STIs
- Ability to follow protocols for individual and group interventions
- Excellent interpersonal and communication skills
- Ability to keep sensitive client information confidential and maintain ethical boundaries and professional conduct
- Available to work some evenings (and some weekends for special events)
- Proficiency in Microsoft Word, Excel and social media sites
- Bicultural competency

EDUCATION, CERTIFICATION AND LICENSES

High School diploma or GED required

B.A. in Health Education, Social Work, or related subject strongly preferred

Must pass and maintain annual Tuberculosis Test

Must pass Department of Justice Fingerprint screening

Complete annual recurrent on-line training

COMPENSATION AND BENEFITS

Annual salary range is \$40,000 – \$44,000 (Hourly rate: \$21.98 – \$24.18) depending on qualifications and experience. This is a full time, non-exempt position with full benefits.

All full time positions at IFR are **35 hours per week** and are eligible to participate in medical health benefit plans including dental, vision, sick leave, thirteen paid holidays and on-going opportunities for learning.

PHYSICAL DEMANDS:

The physical demands described here are representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

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- General ability communicate effectively in person or via telephone in a manner which can be understood by those with whom the person is speaking to, including a diverse population
- General alertness to address emergency or potentially dangerous situations
- Requires physical ability remain seated at a desk for long periods of time when needed
- Basic manual dexterity to operate work processing equipment with skill, speed and accuracy
- Must be able to view computer for long periods of time
- Ability to use public and/or private modes of transportation, duties are office based, but travel to various offsite venues is required
- Activities that occur infrequently are: bending, squatting, crouching, kneeling, twisting, reaching straight, above or below shoulders
- On occasion must lift up to 35 LBS

To apply submit your cover letter and resume in a Word or PDF format to: (please note, resume without a cover letter will not be considered)

Ana Varinia Esquivel

ana.esquivel@ifrsf.org

Instituto Familiar de la Raza, Inc.

Human Resource Manager

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