



# INSTITUTO FAMILIAR DE LA RAZA, INC.

Job Description

## Case Manager

La Cultura Cura Program

scale of pay is \$18.68 to \$21.43 per hour

### AGENCY DESCRIPTION:

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Instituto Familiar de la Raza, Inc. is a multi-service community health and social service agency with emphasis in serving the Chicano/Latino 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 communities, and other cultural/racial communities in San Francisco.

### JOB/PROGRAM DESCRIPTION:

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La Cultura Cure is looking for a highly motivated and community driven bilingual (English/Spanish) professional, to provide an assessment of social needs, issue a comprehensive plans of care, conduct follow-ups and monitor said service plans for participants of this program. You are someone who has experience in violence prevention and knowledge of juvenile court proceedings, working with probation officers and public defenders.

Instituto Familiar de la Raza/La Cultura Cura offers a range of services and opportunities to youths and their families with a particular emphasis on youths that have had contact with/or are at high risk of entering the juvenile justice system. Youths and families are provided with case management and mental health services in the community and have access to culturally oriented structured after-school arts and enrichment activities. Please note this position does not provide supervision to others.

### Essential Job Duties are, but not limited to the following:

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- Assessment of social needs, comprehensive plans of care, follow-up and monitoring of service plan of program participants
- Conduct school, home and community visits
- Attend juvenile court proceedings, Probation Officer, and Public Defender meetings
- Document all encounters/contacts in the client records and maintains statistical data as requested
- Manage a case load of a minimum of 15 - 20 youth per year as assigned by the care management team
- Complete monthly reports to Program Manager and to funding sources when needed
- Participate in collaborative meetings, inter-agency trainings and meetings, violence prevention activities, and other events as requested

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.

- Participate in designated outreach activities
- Perform other duties as assigned

#### **Required Skills:**

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- Bilingual English-Spanish
- At least two years of experience providing services to youth in and out the juvenile justice system
- Knowledge of case management practices
- Demonstrated culture competency in addressing the diversity of the Latino community including: gender, race, language, sexual orientation and socio-economic status
- Good written and oral skills
- Ability to work a flexible schedule at multiple locations,
- This position requires at least one evening shift and extensive travel between different locations
- Experience with collaborative work

#### **Preferred Skills**

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- Bicultural competency
- Experience in a non-profit community agency

#### **EDUCATION, CERTIFICATIONS AND LICENSES**

BA Degree in Social Work

(Comparable combination of education and training in the areas of social welfare, youth development and/or community advocacy)

Must pass and maintain annual Tuberculosis Test

Must pass Department of Justice Fingerprint screening

#### **COMPENSATION:**

This is a full-time position with benefits; scale of pay is based on a yearly sum of \$34,000.00 to \$39,000.00 (based on skill set and experience). Rates of pay are based on a full time equivalent of 35-hour per week.

All full time positions at IFR are able to participate in health benefits, dental coverage, and access to vision plan, paid vacation, sick leave, 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.

- Working with children and youth involves extensive physical activity, mental alertness and enthusiasm
- Good general health, physical stamina and emotional stability are essential

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- Ability to hear within normal range, and communicate effectively in person or via telephone in a manner which can be understood by those with whom the person is speaking, including a diverse population
- Requires physical ability to sit at key board for long periods of time and manual dexterity to operate word processing equipment with skill, speed and accuracy
- Ability to move quickly to address emergency or potentially dangerous situations
- Ability to move about the building and the organization as needed
- Ability to use public and/or private modes of transportation, duties are office based, but travel to various offsite venues is required
- Must be able to work outdoors in various types of weather conditions
- On occasion must lift up to 35 LBS.

Please submit your resume and thoughtful cover letter to:

Ana Varinia Esquivel

Human Resources Manager

[ana.esquivel@ifrsf.org](mailto:ana.esquivel@ifrsf.org)

Please note resume without a cover letter will not be considered