



INSTITUTO FAMILIAR DE LA RAZA, INC.

Job Description

Case Manager

Roadmap to Peace Initiative

Compensation: \$22.53 to \$25.27

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/Indígena 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, and 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 Chicano/Latino/Indígena community and other cultural/racial communities in San Francisco.

Instituto Familiar de la Raza, Inc. (IFR) is a lead agency to Roadmap to Peace, (RTP). RTP is a five year initiative created to address the needs of Latino/a identified, disconnected youth ages 13-24 citywide, violence involved, and/or in crisis.

JOB DESCRIPTION:

The Case Manager is part of IFR's La Cultura Cura Program, which offers a range of services and opportunities to youth and their families with a particular emphasis on individuals that have had contact with/or are at high risk of entering the juvenile justice system. Youth and families are provided with case management and mental health services in the community.

IFR is seeking someone with experience delivering case management services to youth and their families utilizing restorative practices and trauma informed interventions. The qualified person will work with native born and Immigrant Latino/a youth that are out-of-school and/or system-touched and in risk for negative street activity. The case manager will be part of a holistic network of services to advance the economic, health and safety outcomes for Latino/a youth served.

This position will require being co-located and may require working evening and weekends. The qualified candidate must be bi-lingual in both English and Spanish. They will embrace a youth development approach and acts in accordance with IFR philosophy, values and best practices.

Essential Job Duties: responsibilities include but are not limited to the following:

- Conducts screening and comprehensive assessments of youth participating in Roadmap to Peace, to determine challenges, strengths and readiness for RTP services
- Develops and implements Individual Service Plans in partnership with youth and family/care taker
- Coordinates case management activities to meet identified goals

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.

- Works in conjunctions with mental health specialist to address behavioral health needs
- Facilitates connection to other RTP services and/or other community resources as appropriate to address client needs
- Builds partnerships and collaboration leading to economic, health and safety outcomes
- Advocates for youth/TAY at juvenile court and adults proceedings , and Public Defender meetings as needed
- Participate in care management team meetings, to ensure coordinated service planning and holistic approach to youth and family needs
- Participate in designated outreach activities, in addition to conducting school, home and community visits
- Complete monthly reports to Program Manager and to funding sources when needed
- Document all encounters/contacts in the client records and maintains statistical data as requested
- Participate in collaborative meetings, inter-agency trainings and meetings, violence prevention activities, and other events as requested

Required Skills:

- **Bilingual English-Spanish**
- Minimum three years of experience providing services to youth in and out the juvenile justice and/or social services
- Experience working with Adult Probation, the DA's office, and the "re-entry" population
- Experience in with restorative justice and trauma informed practices
- Able to manage an active case load as assigned
- Must be able to respond to issues of diversity in the Latino/Chicano community
- Experience with working in partnership with other community service agencies and/or organizations
- Good written and oral presentation
- Communication skills – able to interact easily with Youth/TAY as well as with adults
- Ability to focus, manage time wisely, work independently and complete tasks on time
- Must be a Community-minded individual
- Knowledgeable of San Francisco
- Knowledgeable of youth at risk/in-risk experience
- Committed to a healthy lifestyle

Preferred Skills:

- Experience developing and implementing individualized Restorative Justice Interventions
- Bicultural (Latino/other)
- Conflict resolution training and/or skills
- Knowledge of traditional practices

EDUCATION AND EXPERIENCES

- Bachelor's Degree in Social Sciences and/or equivalent work experience

(In areas of social welfare, youth development and/or community advocacy)

- Must pass Department of Justice Fingerprint screening

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- Annual (TB) tuberculosis testing

COMPENSATION AND BENEFITS

Salary range is based on an hourly rate of \$22.53 to \$25.27 (which is based off an annual sum of \$41,000.00 to \$46,000.00), depending on qualifications and experience. This is a full time – position with benefits.

All full time positions at IFR are entitled to 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

- Good general health, physical stamina and emotional stability are essential
- 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 short 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
- On occasion must lift up to 10 LBS

HOW TO APPLY

Must submit a resume, cover letter IN A WORD FORMAT and 2 references (one professional and one community reference), applicants who do not submit a cover letter will not be considered.

Position available until filled

Please submit resume to: Ana Varinia Esquivel, Human Resource Manager at: ana.esquivel@ifrsf.org