

JOB DESCRIPTION

FAMILY SERVICE ASSOCIATION

21250 Box Springs Road, Suite 211, Moreno Valley, CA 92557 (951) 275-5055

Case Manager (Clinic BA)

Salary: \$13.91 - \$17.00 per hour

Duties:

1. Direct service treatment, including diagnostic (intakes), crisis intervention, application of concrete services, and on-going case management services to individual, family and group members.
2. Caseload management: information/referral advocacy. Provide family based services "in-home," in-office, and/or community to families. Ability to utilize independent judgment and decision-making.
3. Community outreach, presentations, workshops, parent education training as necessary to facilitate individual case and program goals.
4. Team accountability and responsibilities along with project supervisors, students, other divisions and administrative staff.
5. Generation and implementation of Individual Service Plans and other case planning activities.
6. Participation and presentation at case review/disposition, case consultation and staff meetings.
7. Assisting in program start-up activities and subsequent (on-going) statistical and recording activities.
8. Twenty-four hour availability for telephone crisis.
9. Ability to work a flexible schedule as needed to meet client needs, including evening and weekend work as needed.
10. Provide services throughout Riverside County, as needed.
11. Compilation of statistics, report preparation and funding/contract source relations.

Report to: Clinic Manager and/or Clinic Director/Clinic Operations Director

Minimum Qualifications:

B.A. in social work or related field

Minimum of two years experience in a clinical setting working with children, special education and emotional mental health needs;

Background and Fingerprint Clearance

TB Clearance

Completion of formal or informal education sufficient to assure the ability to read and write English and to communicate at the level required for successful job performance.

Licenses & Certifications:

B.A. in social work or related field

Valid California Driver's License and Proof of Automobile Insurance