



JOB DESCRIPTION

Case Manager/Program Specialist

One Position Full Time: 40 hours/week

Bilingual (English/Spanish)

Salary Scale: \$35,606 - \$43,783

(Additional Bilingual Pay if eligible)

Health Benefits Available/Open Until Filled

About the Position

Under the supervision of the Program Supervisors, and within a broad framework of standard policies and procedures, the Case Manager facilitates and implements care coordination and advocacy for options and services to meet an individual's and family's comprehensive health needs through communication and available resources to promote health effective outcomes.

About the Agency

Pajaro Valley Prevention & Student Assistance, Inc (PVPSA) has been the leader of youth prevention and intervention services in the Pajaro Valley. We believe that every young person in our community should have the opportunity to achieve their dreams. We are committed to helping them identify those dreams and support them in that quest. Our mission is to improve the quality of life of students and families in the Pajaro Valley by providing health education, prevention services, mental health services, and by advocating for public policies that protect the health of our community.

Duties and Responsibilities

- Provides direct services to students and clients receiving mental health services
- Maintains documentation of all services provided in accordance with Medi-Cal standards
- Assesses clients needs and makes appropriate referrals to community supports
- Assists in the coordination of family conferences and participates as necessary in those meetings to ensure understanding
- Obtains resources and collaborates with outside agencies to improve family and child functioning

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- Collaborates with other case managers and counselors
- Schedules and coordinates follow up appointments and visits
- Participate in multi-disciplinary team meetings as needed to meet the client's needs
- Assist youth in completing designated tasks, conditions and goals in their treatment plan
- Assist youth in accessing and developing healthy alternatives in the areas of recreation, cultural events, education and vocational opportunities
- Assist youth in completing community service hours and school re-enrollment if needed
- Transports and chaperones clients to and from appointments if needed
- Adhere to all confidentiality requirements.
- Other similar duties that are required to complete the scope of the job.

Employment Standards

Knowledge of:

- Conflict Resolution Techniques
- Assessment of needs
- Treatment plans
- School and community organizations and services offered
- At risk youth intervention principles

Ability to:

- Work with a diverse population of children, adolescents and families
- Work with at-risk students and/or youth
- Communicate effectively, and maintain a high level of organization
- Communicate and write effectively in English/Spanish

Training and Experience

Bachelor's degree in psychology, social work, criminal justice, community organization, education or related field.

OR

Two years' experience in education or community outreach. Bilingual Spanish/English. Must be flexible in interchanging roles of mentor, educator, advocate, and activities coordinator while maintaining a strength-based position with participants, families and school personnel.

Valid California driver's license and clearance for agency vehicle insurance coverage. Negative fingerprint screening and tuberculosis skin test/x-ray.

Benefits:

PVPSA offers competitive benefits including Paid Time Off, Medical, Dental, Vision, Life and Employer Sponsored Retirement Contribution.

Application Process:

Please submit a letter of interest, resume and at least three references to:

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PVPSA Human Resources
c/o Beatriz Collazo
email: beatriz.collazo@pvpsa.org
mail: 335 East Lake Ave, Watsonville, CA 95076

PVPSA is an equal opportunity employer.

For Questions please contact HR at 831-728-6445.

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