

JOB DESCRIPTION

Case Manager/Program Specialist

Full Time: 40 hours/week

Bilingual Required: (English/Spanish)

Salary: \$ 35,606-\$43,783 , commensurate with experience

Health Benefits Available/Open Until Filled

About the Position

Under the supervision of the Program Manager, and within a broad framework of standard policies and procedures, the Case Manager implements activities of comprehensive prevention and intervention services to meet an individual's and family's health needs through communication and available resources to promote health effective outcomes.

About the Agency

Pajaro Valley Prevention & Student Assistance, Inc has been the leader of youth prevention and intervention services in the Pajaro Valley. With three current locations and several satellite centers, PVPSA is committed to making access to services a priority for members in the community. We believe that every young person in our community should have the opportunity to thrive. 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 and substance abuse services, and by advocating for public policies that protect the health of our community.

Duties and Responsibilities:

- Provides direct services to children and youth in a community setting
- Participate in multi-disciplinary team meetings
- Maintains documentation of all services provided
- Maintains a positive working relationship with program personnel and community partners
- Identifies, screens, and refers students for counseling services within the agency and other services with outside agencies
- Provides case management support to youth participants and their families
- Collaborates with outside agencies to improve family and child functioning
- Assists in the coordination of family conferences
- Collaborates with other case managers, counselors and collaborative partners
- Schedules and coordinates program activities and educational field trips with participants
- Assist youth in accessing and developing healthy alternatives in the areas of recreation, cultural events, education and vocational opportunities
- Assist youth in school re-enrollment
- Transports and chaperones participants
- Adhere to all confidentiality requirements.

Employment Standards

Knowledge of:

- Conflict Resolution Techniques
- School and community organization
- Chemical use and addiction



- Gang culture

Ability to:

- Work with at-risk children, adolescents and families
- Communicate effectively, and maintain a high level of organization

Training and Experience

AA degree and at least three (3) years of prior experience in a classroom setting or other youth and community-based environments demonstrating similar duties and responsibilities.

Bilingual Spanish/English required. Must be willing to work some evening hours and/or weekends for special events. This program requires employee work alternate hours 9:30 am-6:30 pm, M-F with the exceptions of special events.

Must be flexible in interchanging roles of mentor, educator, advocate, and activities director while maintaining a strength-based position with participants, families and collaborative partners. Valid California driver's license and clearance for agency vehicle insurance coverage. Negative fingerprint screening and tuberculosis skin test/x-ray.

Benefits:

Eligible for medical, dental and other employee benefits

If interested, please submit a letter of interest, resume and a minimum of three references (with contact information) to:

PVPSA
c/o Human Resources
beatriz.collazo@pvpsa.org

PVPSA is a drug-free and smoke-free workplace and an equal opportunity employer.