

## **Family & Children Services (F&CS)**

### **Job Description**

**Job Title:** Case Manager, Independent Living Program

**Supervision:** Works under the direction of the Director of the Independent Living Program

**Agency:** Family & Children Services (F&CS) has served Santa Clara and San Mateo counties since 1948. Through a range of health and human services, we strive to build strong, safe, and self-sufficient individuals, families, and communities. Each year, more than 7,000 children, youth, and adults are supported through counseling, family violence and abuse prevention, substance abuse, financial education, and other supportive services.

**Summary:** ILP is an Independent Living Program designed to assist current and former foster care and probation youth (ages 16-21) in becoming successful adults. ILP focuses on seven Core Competencies: Education, Career Development, Assistance and Referrals to Promote Health, Referrals to Mentors and Mentoring Programs, Daily Living Skills, Financial Management, and Housing Information. Services will be provided through case management, classroom-based workshops, hands-on and web-based learning opportunities, field trips, work tours, Internet resources, mentoring and Peer Mentoring, and internship opportunities. ILP is designed to provide a system of care connecting clients with staff, community resources, and a personal Circle of Support.

#### **Responsibilities:**

- Support the Director, other ILP staff, and community partners to implement a system of care which leverages existing and new resources to engage program youth, staff, and the community-at-large in order to support full integration of youth into both the economic and social fabric of the community
- Based on an established client-based Case Management Model, responsible for maintaining a case load of program participants
- Assist youth in identifying and strengthening a personal Circle of Support to support Permanence, Education, Employment, and Youth Development
- Coordinate and maintaining strong working relationships with key strategic partners (including youth, social workers, probation officers, caregivers, biological parents and relatives, mentors and Child Advocates, foster parents, educators, and other community agencies and partners) with the purpose of connecting youth with resources, support, and opportunities
- Coordinate and/or implement ILP direct service activities, including workshops, group outings, work tours, field trips, guest speaker, and celebrations; facilitation of group sessions, workshops, and activities, including preparation of support material
- Maintain client charts, ILP database records, and other program documentation; provide session and case management documentation, based on contractual requirements and case management best practices
- Coordinate barrier-free access to Transportation to ILP-related events, workshops, and opportunities

- Coordinate with ILP Resource Case Manager to develop and use technology tools to engage and support youth, such as Internet tools and resources, social networking activities, communication efforts via phone/text messaging
- Participate in Breakthrough Series Collaborative activities and efforts to improve the quality of ILP and youth outcomes
- Emphasize and foster the involvement of ILP clients in leadership opportunities throughout the system of care, including the Youth Advisory Board (YAB)
- Support youth/adult mentoring opportunities and ILP Peer Mentoring program
- Attend ILP and agency staff meetings

**Requirements:**

- Must have 2 years experience working with or serving foster youth, probation youth, and/or Transition Age Youth (ages 16-21)
- Ideal applicant will have professional and/or personal experience related to target beneficiary populations, particularly foster care and probation-involved youth
- Cultural competencies strongly emphasized: ideal applicants will demonstrate professional and/or personal experience with a variety of racial, cultural, linguistic, sexual identity, disability, and recovery populations
- Bilingual applicants encouraged to apply
- Must have a Bachelors-level education or 2 years comparable work experience with some college coursework
- Prefer knowledge of Child Welfare and Juvenile Probation policies, procedures, and governing legislation
- Once hired, must complete 30 hours per year of training in adolescent development, leadership skills building, drug and alcohol, GLBTQ and other cultural and language training, and ILP-related training
- Once hired, must attend ILP Annual Conference
- Must have knowledge of spreadsheet software and word processing software
- Must have and maintain current California driver's license

Please send your resume and cover letter to [hr@fcservices.org](mailto:hr@fcservices.org).