



JOB ANNOUNCEMENT

- Position Title:** **Bilingual Case Manager (English-Spanish)**
Salary/Benefits: \$40k - \$46 full time (40 hrs/wk) annually with generous vacation and holiday leave, medical and dental insurance and retirement plan.
- Location:** Visitacion Valley Strong Families - 50 Raymond Ave. San Francisco, CA 94134
Reports to: Program Manager

APA's mission is to create healthy families by providing domestic violence and child abuse prevention services. We do this not only through case management but also through services at our family resource centers. By providing parents a safe and welcoming place outside of their home, they increase their social circles and have a forum to gain their voice.

APA is also the lead for Visitacion Valley Strong Families (VVSF), a collaborative family resource center which consist of APA, FACES SF, Edgewood, and Samoan Community Development Center. Our goal is to build a healthy community through collaboration with families and community members.

Major Duties and Responsibilities:

This position will be under one of our collaborative, Visitacion Valley Strong Family (VVSF), primarily targeting in Sunnydale Public Housing under responsible for providing case management/family advocacy through self-referral and from other service providers and participate in community events and activities.

1. Provide crisis intervention and case management to families.
2. Coordinate services to include intake, assessment, and referrals to internal services and community service providers.
3. Facilitate children and families events and groups.
4. Liaise with service providers to coordinate resources and services for families and to follow-up with linkage to services offered.
5. Maintain client records in Salesforce and CMS and perform Matrix evaluation to update client progress.
6. Develop agency material including project flyers and other outreach materials.
7. Participate in agency meetings and community meetings as directed.
8. Conduct outreach and recruitment activities to the targeted population to effectively promote program services.

9. Maintain required documentation for funding and statistical compliance.
10. Prepare project reports and other documents promptly.
11. Maintain ongoing relationships with community service providers, funders and other agencies/programs to educate and advocate for the needs of the families and communities.
12. Perform other duties as may be assigned.

Minimum Qualification:

1. Bachelor Degree in social services, psychology or related field with experience in areas of children and family services, and social work with child abuse prevention focus.
2. 2 years of experience in the field of family support.
3. Demonstrated knowledge and skills in interviewing techniques, crisis intervention and case management services.
4. Strong organizational, decision-making, and problem-solving skills.
5. Knowledge of and familiarity with San Francisco's child welfare system and social services community.
6. Excellent interpersonal and communication skills.
7. Ability to work as a team member and leader.
8. Computer technical skills including word processing and developing spreadsheets
9. Must be Bilingual in English-Spanish

To Apply:

Mail resume to: APA Family Support Services
 10 Nottingham Pl
 San Francisco, CA 94133

or email to: info@apafss.org

Subject/Ref.: VVSF Case Manager

**APA is an equal opportunity employer.
Positions open until filled.**