



## JOB ANNOUNCEMENT

- Position Title:** Safe Start Case Manager  
**Salary/Benefits:** \$ 38,000-\$40,000 FTE annually with generous vacation and holiday leave, medical and dental insurance.
- Location:** 10 Nottingham Place, San Francisco, CA 94133  
**Reports to:** Program Manager

APA Family Support Services (APA) is a community based organization which focuses on the prevention and identification of child abuse/neglect in the Asian and Pacific Islander (API) community. Our mission is to promote healthy children and families by providing family support services to prevent child abuse and domestic violence and to advocate for culturally competent services for Asian and Pacific Islanders through education, community building, and leadership development. APA is San Francisco's foremost advocate and service provider for immigrant, monolingual, and at-risk API children and their families. Our services range from prevention to crisis intervention to community development. We strive for excellence of service in areas which include home visitation, case management, parenting education, support groups, parental stress line, child welfare redesign projects and counseling for immigrant families with children ages 0-18.

We currently have an opening for a Safe Start Case Manager.

The San Francisco SafeStart Initiative began in 2000 to reduce the incidence and impact of violence on young children. The focus and mission of SafeStart is to reduce the incidence and impact of violence on young children (0 -- 6). The SafeStart Case Manager is providing some of these direct services within APA's neighborhood.

### Major Duties and Responsibilities:

1. Provide bilingual and bicultural case management services to families identified with "domestic violence history" and community violence and in need of services, including home visitation.
2. Coordinate case plan with other staff and services being provided to the client.
3. Maintain and compile client records and service documentation.
4. Input data into Efforts to Outcomes (ETO) database.
5. Provide advocacy assistance pursuing related issues.
6. Facilitate two parenting classes using the Adults and Children Together (ACT) against violence curriculum.

7. Facilitate two parent/child skill-building groups using the Superheroes curriculum.
8. Assist in providing emergency client related services.
9. Prepare program and outreach materials.
10. Conduct program presentation to the community.
11. Attend monthly Service Delivery Team (Case consultation/Professional Development) and Policy meetings.
12. Participate in regular staff meetings, staff development training and other meetings.
13. Perform other duties as assigned

**Minimum Qualification:**

1. Bachelor Degree in social work, psychology or other human services field; or a combination of relevant education and experience
2. Experience in providing direct services to Asian monolingual families
3. Knowledge of domestic violence, child development, parenting skills and API community resources
4. Productive team player who is proactive, self-motivated, creative and organized
5. Strong skills in writing, researching, and documentation
6. Strong computer skills a must
7. Written and oral fluency in English and Cantonese and/or Mandarin.
8. Ability to work as a team member and work collaboratively with other community based organizations.
9. Ability to work occasional weekend and evening hours as required

**To Apply:**

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

or email to:            [info@apafss.org](mailto:info@apafss.org)

                              Subject/Ref.: Safe Start Case Manager

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