



亞裔家援服務處

JOB ANNOUNCEMENT

Position Title: Bilingual Case Manager (English/Spanish)	Salary: \$46,000 - \$49,440
FTE/Hours Per Week: Full-time, 40 hours	Status: Exempt
Location: Visitacion Valley Strong Families - 50 Raymond Ave. San Francisco, CA 94134	
Reports to: Program Manager	
<p>About APA Family Support Services</p> <p>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.</p> <p>APA is also the lead for Visitacion Valley Strong Families (VVSF), a collaborative family resource center that consists of APA, Edgewood, Asian Pacific American Community Center (APACC), and Samoan Community Development Center. Our goal is to build a healthy community through collaboration with families and community members.</p>	
<p>About APA's Bilingual Case Manager Position</p> <p>This position is under one of our collaborative --Visitacion Valley Strong Family (VVSF), primarily targeting Sunnydale Public Housing. The case manager is responsible for providing case management/family advocacy through self-referral and from other service providers, and participating in community events and activities.</p> <p style="text-align: center;">Job Description is on the next page</p> <p style="text-align: center;">To Apply:</p> <p style="text-align: center;">Mail resume to APA Family Support Services 10 Nottingham Pl, San Francisco, CA 94133 or Email resume to adeline@apafss.org Subject/Ref: VVSF Case Manager</p> <p style="text-align: center;">APA is an equal opportunity employer Position is open until filled</p> <p style="text-align: center;">(APA reserves the right to modify an employee's job description at any time based on the needs of the organization.)</p>	



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<p>Major Duties and Responsibilities</p> <ol style="list-style-type: none"> 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. 	
<p>Minimum Qualifications</p> <ol style="list-style-type: none"> 1. Bachelor's 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. Bilingual in Spanish & English. 4. Demonstrated knowledge and skills in interviewing techniques, crisis intervention and case management services. 5. Strong organizational, decision-making, and problem-solving skills. 6. Knowledge of & familiarity with San Francisco's child welfare system & social services community. 7. Excellent interpersonal and communication skills. 8. Ability to work as a team member and leader. 9. Computer technical skills including word processing and developing spreadsheets. <p>To Apply: Mail resume to APA Family Support Services 10 Nottingham Pl, San Francisco, CA 94133 or Email resume to adeline@apafss.org Subject/Ref: VVSF Case Manager</p> <p style="text-align: center;">APA is an equal opportunity employer Position is open until filled</p> <p style="text-align: center;">(APA reserves the right to modify an employee's job description at any time based on the needs of the organization.)</p>	