



亞裔家援服務處

JOB ANNOUNCEMENT

Position Title: Bilingual Case Manager (English/Vietnamese)	Salary: \$45,854 - \$48,465
FTE/Hours Per Week: Full-time, 40 hours	Status: Exempt
Location: 10 Nottingham Place, San Francisco, CA 94133 & SF satellite sites	
Reports to: Program Manager	
<p>About APA Family Support Services</p> <p>APA Family Support Services (APA) is a San Francisco's based community organization that focuses on preventing and identifying child abuse/neglect/family violence in the 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 through education, community building, and leadership development.</p> <p>Our services range from prevention to crisis intervention to community development. We strive for excellence of service in home visitation, case management, parenting education, support groups, parental stress line, community advocacy projects, and counseling for families with children ages 0-18.</p>	
<p>About APA's Bilingual Case Manager Position</p> <p>This position is responsible for providing case management/family advocacy referred by CPS (Child Protective Service) and other agencies, Child and Family Team meetings, and Supervised Visitation services.</p> <p style="text-align: center;">Job Description is on the next page</p> <p style="text-align: center;">To Apply: Email resume to Jobapps@apafss.org Subject/Ref: Bilingual CM (English-Vietnamese)</p> <p style="text-align: center;">APA is an equal opportunity employer Position is open until filled</p> <p>(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, case management, and monitored visitation to families. 2. Coordinate services to include intake, assessment, and referrals to internal services and community service providers. 3. Liaise with CPS workers, participate in CFT meetings, and follow up with linkage to services offered. 4. Maintain client records in Salesforce to update client progress. 5. Develop agency material including project brochures/ translation of brochures. 6. Participate in agency meetings and community meetings as directed. 7. Conduct outreach and recruitment activities to the targeted population to effectively promote program services. 8. Maintain required documentation for funding and statistical compliance. 9. Prepare project reports and other documents in a timely manner. 10. Maintain ongoing relationships with community service providers, funders and other agencies/programs to educate and advocate for the needs of the families and communities. 11. 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 preferred. 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 the 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 Vietnamese. Bilingual in Cantonese, Mandarin or other API languages is a plus. <p>To Apply: Email resume to Jobapps@apafss.org Subject/Ref: Bilingual CM (English-Vietnamese) APA is an equal opportunity employer Position is open until filled</p> <p>(APA reserves the right to modify an employee’s job description at any time based on the needs of the organization.)</p>	