



Position Title: Assistant Case Manager
Program/Dept: Supportive Housing
Reports to: Housing Manager
Classification: Regular, Full Time, Non-Exempt
Compensation: \$15.00 Hourly + Full Benefits Package

Agency Description: Caminar is a nonprofit agency with over 40 years of experience providing community-based support services for people with disabilities. Caminar services are designed to enable adults and older adults with mental health, physical and developmental disabilities to live and work in their community in accordance with their ability and desire. **Our mission is to improve the quality of life for people with disabilities by providing opportunities to live in the community with dignity and independence.** The agency employs approximately 400 of the most dedicated and professional staff serving the communities of San Mateo, Solano and Butte counties.

Position Description: Under the supervision of the Housing Manager, the Assistant Case Manager provides assistance and supervision as necessary to adults with serious mental illness and/or substance abuse who are living in our supported housing program.

Essential Duties & Responsibilities:

- Support the attainment of client rehabilitation goals utilizing psychosocial rehabilitation principles.
- Assist with and teach activities of daily living, such as meal planning and preparation, personal hygiene, and budgeting.
- Support and assist with maintenance of personal health, including attainment of and follow through with medical, psychiatric, and dental care; Provide medication support.
- Develop and maintain a respectful, caring and empowering relationship with clients.
- Assist in resolution of conflicts that may arise.
- File paperwork and maintain an efficient office environment.
- Provide supportive counseling as needed.
- Organize and implement recreational outings.
- Transport clients as required to appointments, outings, and on various errands; coordinate and pick up supplies for the center.
- Drive own car to treatment destinations, documenting and reporting mileage according to agency procedures, so that services can be provided in a timely manner.
- Participate in staff meetings, in-services and consumer conferences as required.
- Perform all job functions in cooperation with the supervisor, other staff on the team, and other service providers involved in the treatment effort, including sharing information regarding all important interventions.
- Actively nurture and advance the cooperative, harmonious and teamwork oriented environment Caminar strives to promote within the workplace; Through daily efforts and presentation promote an atmosphere of dignity and respect in line with the organization's mission, philosophy, policies and procedures.
- Perform other related duties, responsibilities and special projects as assigned.

Experience, Qualifications, Skills & Abilities:

- Must be passionate about Caminar's mission.
- Bachelors Degree in psychology or a mental-health related field plus experience working with adults with mental disability is preferred. Extensive experience may be substituted for the degree requirement.
- Substance use treatment experience is preferred.
- Behavior Management training beneficial.
- Must have excellent computer skills, including extensive work with Microsoft Office (Word, Excel, Publisher, et cetera).



Helping people with mental illness become independent

- Ability to maintain a high level of confidentiality, a professional demeanor and to represent the organization in a positive manner at all times.
- Must demonstrate acceptable level of maturity, good judgment, and emotional stability.
- Problem solving—identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Customer Service—manages difficult customer situations, responds promptly to customer needs and solicits customer feedback to improve service.
- Oral and written communication—speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings. Completes written progress notes and other formal communications skillfully and professionally.
- Quality management—looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Planning/organizing—prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Adaptability—adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Safety and security—actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
- Must be a dynamic self-starter with demonstrated ability to work independently on special projects.

Physical, Environmental and Mental Requirements:

- Physical: Occasionally required to push/pull objects up to 50 lbs, and to lift/carry objects up to 25 lbs. Frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc. Must be able to walk, stand, sit for extended periods.
- Sensory: Frequently required to read documents, written reports, and plans. Must be able to distinguish normal sounds with some background noise, as in answering the phone, interacting with residents and staff, etc. Must be able to speak clearly and understand/be understood using the English language.
- Cognitive: Frequently required to concentrate on moderate detail with constant interruption. Must be able to attend to a task/function for 20-45 minutes at a time. Frequently required to understand and relate to specific ideas, several at a time. Must be able to remember multiple tasks/assignments given to self and others over a period of several days.
- Environmental Conditions: Frequent exposure to varied office and mixed (residential/office) environments. Occasional exposure to toxins and poisonous substances, dust, and loud noises.
- Equipment: Frequently required to use a computer, phone, and fax machine.

Special Requirements:

- Must be able to meet and receive a criminal records clearance, as required by Title XXII, other licensing regulations, and Caminar practices.
- This position will require frequent driving so maintaining a valid CA driver license, reliable personal automobile, a clean driving record, and current insurance as required by law are essential job requirements.
- A personal cell phone with reliable services and, if applicable, a data plan to use for business purposes.
- TB clearance and physical exam post-offer, pre-employment.
- Must obtain and maintain CPR/First Aid certification.

How to Apply:

Please send a letter of interest and current resume to jobs@caminar.org (include "SH ACM" in the subject header of your email). No Phone Calls Please.

Caminar is a leader in providing innovative client-oriented mental health services. We are an equal opportunity employer.

Please visit our web site at www.caminar.org