



HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

SENIOR CASE MANAGER, Full-time (ReSET Justice Collaborative and Jovenes Education and Empowerment Program)

POSITION DESCRIPTION

Union Position

Horizons Unlimited of San Francisco, Inc. (Horizons), established in 1965, is a community-based organization located in the Mission District, and offers substance abuse prevention, treatment, employment, mental health and gender specific services, for Latino and other youth of color, ages 12 to 26, and their families, residing in the Mission District and the city and county of San Francisco.

Position Summary: The Senior Case Manager is part of a multi-team effort and provides intensive case management services to youth enrolled in the ReSET Justice Collaborative as well as JEEP. Intensive case management services include but are not limited to: conducting comprehensive assessments of each youth to identify risks, barriers and supports; creating comprehensive case plans and re-entry plans; court advocacy; behavior modification and life skills courses; gender specific, mental health/wellness, and substance use services, as well as linkages to career and education support programs through the ReSET Justice Collaborative and other support services.

Program Summary (ReSET): The ReSET Justice Collaborative is a multi-service partnership between Horizons, CHALK/BACR, Samoan Community Development Center (SCDC), Hunters Point Family (HPF), and 5 Keys Charter to provide comprehensive, wrap around services to high-risk, justice-involved Black/African American, Latinx, and Pacific Islander youth, ages 14-24. The program offered through Horizons will provide intensive case management services to low-income youth and youth adults with multiple barriers to stability, including lack of education, involvement in violence, little to no work experience, currently under housed, impacted by trauma and are at high risk of recidivism.

Program Summary (Jovenes Education and Empowerment Program): JEEP is a culturally-rooted, youth development and empowerment program that focuses on character and leadership development, as well as personal and cultural identity, for both newcomer and native Spanish-speaking Latino young men, ages 14-17. The program utilizes the Joven Noble and Men of Honor curriculum to foster self-awareness and cultural connection in the pursuit of true and honorable Manhood and Palabra (One's Word). The curriculum is complemented by cultural, healing, and exploratory activities to build brotherhood (hermandad) and foster healthy relationships within the family, among their peers and in their community. Case management and other wrap around services are also offered to provide a comprehensive support system and pool of resources.

Position Title: Senior Case Manager: ReSET Justice Collaborative
(1.0FTE, full-time)

Reports to: Program Director, Employment and Prevention Programs

DUTIES AND RESPONSIBILITIES:

- Conduct various assessments of each youth to identify risks, barriers, strengths and individual characteristics, and that will be used to develop plans.
- Create stabilization plans to meet and address barriers using case management tools.
- Work with youth in setting educational, professional and behavioral short and long term goals.



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- Meet with youth in person on a regular basis (daily, weekly, etc.), depending on need and risk assessment, to formally monitor progress of stabilization plans.
- Enroll youth in evidence-based Thinking for Change (T4C) cognitive behavior modification training, which provides youth with training in resistance skills, consequential thinking and conflict resolution.
- Check in with youth via phone, text and email on a daily to weekly basis for informal monitoring.
- Responsible for maintaining case notes on each client and accurately/regularly inputting data into database system, spreadsheets and funder databases to maintain participant information.
- Make referrals and accompany youth to other services and programs as appropriate.
- Engage with youth in cultural healing activities.
- Build relationships and maintain regular contact with parents/guardians, foster parents, teachers/school administrators, therapists, social workers, attorneys, probation officers and other key stakeholders.
- Attend school meetings, court hearings and other appointments influencing the client and serve as advocate when appropriate.
- Provide support with sealing and/or expungement of criminal records.
- Responsible for writing character and recommendation letters for the court on behalf of the client.
- Support clients' families as appropriate which may include assisting with strategizing with families and lawyers when clients are facing charges.
- Participate in coordinating collaborative case conferencing sessions, facilitate phone and in person meetings between stakeholders that are each serving/supporting participants, and collect status updates and additional data on clients from partners.
- Build partnerships and collaborations leading to better outcomes for clients.
- Submit monthly reports, which reflects all efforts and participant status for the month.
- Attend all staff, program, Agency and funder meetings.
- Other duties as assigned by Program Director.

MINIMUM QUALIFICATIONS:

- BA in Social Work or related field **and/or** a minimum of 3 years working with in-risk youth and their families providing culturally competent services.
- Experience working with youth within the juvenile and adult justice system, youth with disabilities, youth with co-occurring disorders, and/or gang-affiliated, etc.
- Experience providing case management services to youth.
- Able to navigate complex justice systems and provide support to families.
- Be familiar with youth development principles and restorative justice.
- Able to maintain confidential, accurate, and complete records including documentation of daily encounters, progress notes, weekly and monthly reports, etc.
- Must be a self-starter and able to organize/coordinate services/workflow in a flexible setting.
- Excellent organizational, communication, written, and verbal skills.
- Must be able to work outside of regular business hours to meet client needs, which may include working evenings, weekends, before and after hours.
- If in recovery, must be clean and sober for at least two continuous years.
- Must be able to pass a background check and clear a TB test before the first day of employment.
- Must have a valid driver's license and the ability to operate the agency van.
- Ability to use CMS system for all documentation.



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- Bilingual (Spanish/English) required.

Compensation and Benefits

This is a full-time, permanent position after successful completion of a 6-month probation period. Eligible for benefits (medical, dental, vision plan, accidental life and AD&D insurance) on the 1st of the month following 1 full month of continuous employment. Other benefits include paid vacation, sick leave, and holidays. The hourly wage ranges from \$21.25-\$24.62.

Date Posted:

March 1, 2020

Application Deadline:

Open Until Filled

Application Process

Submit cover letter and resume, via email, to: Nancy Abdul-Shakur, Program Director: nancy@horizons-sf.org. For questions, contact Nancy Abdul-Shakur: (415) 487-6714.

Horizons Unlimited of San Francisco, Inc. is an equal opportunity employer, and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. Women and People Of Color Are Encouraged To Apply.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider employment-qualified applicants with arrest and conviction records.