



**Title:** Bilingual Family Case Manager – KFT/FTC

**Summary of Job:**

The Bilingual Family Case Manager – KFT/FTC is responsible for providing guidance, extensive support, and resources to families who are currently dealing with homelessness, substance use, mental health, and domestic violence issues. This position will provide case management and on-going assessment for HPP clients receiving services from the Child Welfare System or participating in San Francisco's Family Treatment Court. The Bilingual Family Case Manager is responsible for completing a psychosocial assessment and further developing an appropriate treatment plan to support the family in achieving their goals, connecting the clients to needed services, and tracking their progress. The Bilingual Family Case Manager will address client needs by providing necessary referrals, ensuring confidentiality, and providing efficient and client-centered service. If providing Clinical Case Management, this position will work under the supervision of a licensed mental health provider.

**Essential Duties and Responsibilities:**

- Manage a client caseload that includes Child Welfare and FTC clients.
- Responsible for completing a psychosocial assessment and developing an appropriate treatment plan to support the family in achieving their goals.
- Provide families with child welfare system advocacy as well as advocacy/referrals to other legal services.
- Work with clients to complete requirements set by Child Welfare Dept., meet with Child Welfare, attorneys, and treatment programs when indicated, and maintain open communication with Child Welfare.
- Responsible for meeting with clients regularly, conducting home, treatment program, or jail visits when necessary.
- Attend CFTs, provider meetings, and family counseling.
- Complete transitional housing application with client when required.
- Connect clients with necessary community services and monitor their progress.
- Provide crisis intervention and support to families as needed.
- Provide education to families about issues such as substance use, domestic violence, mental health and parenting.
- Assist each family to establish and maintain a continuum of services to promote stability and assist each family in achieving their identified goals, such as:
  1. Sustained Recovery
  2. Employment or other vocational training
  3. Budgeting skills
  4. School enrollment for all school-aged children
  5. Child care for all preschool aged children
  6. Education for basic living and parenting skills
  7. Access to transitional and permanent housing
  8. Access to benefits
- Collaborate with Mental Health and Substance Use specialists when appropriate
- Meet Case Manager minimum productivity agency requirements.
- Conduct Triage Assessments to determine immediate needs of new and returning clients, make recommendations and provide immediate support as indicated.

- Attend and participate in weekly case conferences.
- Promote a positive, professional attitude towards clients, families, staff members, outside providers and volunteers.

**For Family Treatment Court Clients:**

1. Collaborate with the FTC team and provide intensive case management, counseling, and support to parents in the child welfare system who are moving towards reunification or family maintenance.
2. Develop treatment plan and recommendations.
3. Submit recommendations to HSA and FTC team where applicable.
4. Sign Treatment & Participation Plan with client.
5. Attend FTC Pre-Conference and FTC hearings weekly. After attending court, enter notes in Henri within 24 hours.
6. Monitor drug tests.
7. Submit regular Treatment Progress reports to court and FTC team regarding treatment participation.
8. Attend CFTs.

**Administration:**

- Input all required data into the HPP Salesforce database (Henri) on a timely basis.
- Complete all Assessments as required
- Keep accurate, up-to-date, confidential documentation of client contact and activity.
- Client notes input into Henri within 24 hours of client contact.
- Assist with the completion of grant reports as needed.
- Schedule and attend weekly individual general supervision and individual clinical supervision meetings.
- Co-facilitate support groups as needed.
- Comply with the BIS/AVATAR reporting and report submissions if relevant.

**Qualifications:**

- Bachelor's degree or a minimum of three years comparable life/work experience required.
- Master's degree in a related field encouraged with clinical supervision or BBS licensing hours available.
- A minimum of one year of experience in providing alcohol and/or drug counseling and proof of completion of Alcohol and Other Drug Studies Program or registration with BBS preferred.
- 3 years of case management/supportive counseling experience preferred.
- Experience working with Child Welfare/Child Protective Services preferred.
- Bilingual Spanish/English required.
- Capacity to ensure culturally appropriate treatment.
- Experience working with homeless/at risk families, substance use, mental health issues, and/or domestic violence.
- Skilled in crisis intervention and conflict resolution.
- Ability to work in a diverse and stressful environment with families that present multiple issues.
- Ability to maintain appropriate professional and personal boundaries with high integrity
- Computer proficiency in all Microsoft Office programs
- Experience in, and knowledge of, working with diverse communities
- Able to communicate effectively both verbally and in writing

**Physical Requirements:** This position requires the ability to work under stress and handle multiple project deadlines. This position requires an annual tuberculosis test and

may require moderate lifting.

**Certificates, Licenses, Registrations:** California Driver's license and insurance preferred.

**Work Environment:** Fast-paced, multi-cultural, collaborative work environment

**Hours:** Full time - 39 hours/week

**Reports to:** Program Manager

**Directly Supervises:** None

**Salary:** DOE + excellent benefit package

**FLSA Status:** Non-exempt

Please reply with **Bilingual Family Case Manager – KFT/FTC** in the subject line to [jobs@homelessprenatal.org](mailto:jobs@homelessprenatal.org). Applications must have the job title in the description to be accepted.

The Homeless Prenatal Program is an Equal Opportunity Employer and is committed to its mission of breaking the cycle of childhood poverty, one family at a time. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

**About HPP:**

The Homeless Prenatal Program (HPP) believes every family wants to deliver healthy babies and raise healthy children in a stable and nurturing home. Seizing the motivational opportunity created by pregnancy and parenthood, HPP partners with families to help them recognize their strengths and trust in their own capacity to transform their lives. At the heart of our program is non-judgmental, supportive case management provided by Family Case Managers, the majority of whom were once HPP clients themselves. As the first agency in San Francisco to hire and promote former clients as employees, HPP is unique in that the community it serves has – from the organization's inception in 1989 – guided its growth and evolution. HPP serves over 3,500 clients per year through supportive, holistic programs including: Prenatal Classes and Support Group, Mental Health Services, Childcare Center, Housing Assistance, Low Income Tax Center, Emergency Services and Case Management.