

JOB DESCRIPTION

Position: Case Manager

Location: Women's Shelter

Hours: Monday – Friday, 12:00pm-8:00pm

Status: Full Time, Non Exempt

Pay Rate: \$21.00 - 24.00

Supervised By: Program Director

Organizational Background: Proyecto Pastoral was founded in 1986 to empower the community through grassroots projects in education, leadership, and service. Our programs include the Guadalupe Homeless Project (GHP), emergency shelter combined with support services that help men and senior women transition into independent living; IMPACTO, an after school academic enrichment program for K-12 youth and the Aliso-Pico Recreation Center; Early Childhood Education Centers, focused on preparing children 18 months to 4 years old for Kindergarten; *Comunidad en Movimiento*, focused on civic engagement and leadership development; and Promesa Boyle Heights through which a 14-member collaborative of organizations and schools strive to create an educational cradle to college and career pathway for our youth. Proyecto Pastoral serves over 4,000 children, youth and families.

KEY RESPONSIBILITIES:

- Provide comprehensive case management services to all clients (approximately a 15 person caseload) including: intake assessment, managing client files including database management (HMIS)
- Facilitate and manage goal setting, weekly case plan development, progress monitoring, individual money management, advocacy and referrals.
- Maintain a caseload of 15-20 participants including connecting clients with community resources; following-up with individuals as appropriate & document success of referral; maintain all client records in a timely manner; document progress notes on all interactions; assist clients in the implementation and modification of their Individual Action Plans.
- Participate in regular staff meetings, training, and other partner meetings such as CES.
- Build relationships with community partners to strengthen dialogue, cooperation and learning related.
- Adhere to agency policy, procedures and the professional code of ethics.
- Other duties as assigned by the supervisor.

General Proyecto Pastoral Employee Organizational Responsibilities

- Demonstrate enthusiasm for Proyecto Pastoral and a strong commitment to its mission, including its community building vision and founding Jesuit values
- Be an active and positive team member supporting other staff members
- Participate in Proyecto Pastoral events and activities

SKILLS AND ABILITIES

- Enthusiastic team builder with leadership skills including, strong relationship building, verbal and written communication, organizational and time management abilities.
- Ability to coach, train, and support a diverse group.
- Flexible, resilient, self-starter with a good sense of humor.
- Ability to work flexible hours (i.e. evenings and some weekends).
- Ability to speak and write in Spanish
- Must have a valid California driver's license, clean driving record, and access to a car.

EXPERIENCE AND EDUCATION

- B.A. preferred and a minimum of two years experience working with people in crisis or that demonstrates knowledge of case management; preferred experience in Boyle Heights and/or in similar communities.
- Experience working collaboratively with diverse staff, program participants and community members.
- Strong knowledge of community resources and counseling strategies

- Ability to motivate others towards achieving goals
- Ability be culturally sensitive and to work in a variety of settings with culturally-diverse clients

TO APPLY: Interested applicants should send a resume and cover letter to hr@proyectopastoral.org with the subject line “Case Manager.”

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