
Job Title: Young Adult Case Manager  
Department: Behavioral Health  
Reports To: KC SUD  
FLSA Status: Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide prevention, intervention and recovery from incarceration to Youth/Young Adults.
- Work with the City of Seattle population.
- Provide services for individuals dealing with multiple arrests, sentences, incarceration, in and out of institutions, and without strong healthy connections to community, family and/or peers.
- Provide support to youth and young adults identified as needing this support based on bio-psycho-social functionality and adaptation that is directly related to arrests, incarceration, legal proceedings, recidivism, and being in and out of institutions.
- Identify client needs as well as strengths, and develop a service plan to help them navigate systems to achieve their individual goals.
- Provide mental and behavioral health counseling services.
- Advocacy and help connecting relevant services as deemed necessary in the service plan identified goals such as counseling, vocational, education, housing health and employment.
- Provide individual, groups, and family counseling and educational sessions as needed.
- Maintain active contact with City of Seattle supervision agencies, probation departments and other legal resources
- Providing screening, assessment/intake and creating an individualized service plan.
- Care coordination through case management and referrals using multidisciplinary staffing and interventions.
- Work in conjunction with other resources, specifically agency Mental Health, Prevention and Domestic Violence staff, to facilitate appropriate interdisciplinary treatment.
- Create community engagement activities including pro-social and recreational activities.
- Work with area school district staff, police and probation officers, the community, and agency and City of Seattle staff.
- Provide system integration care in order to reduce criminal activity and physical/emotional/mental wellbeing.
- Consult with supervisor regularly to coordinate work activity.
• Transport High Risk Youth and Young Adults to social, pro-social and recreational activities.
• Conduct evening and weekend related activities as instructed by your supervisor.
• Maintain an active caseload of a minimum of 60 Latino high-risk youth and young adults at all times focusing on trauma intervention.
• Assure that all documentation, reports, and client files are maintained according to contract requirements and agency standards.
• Monitor progress of youth and young adults through ongoing reviews of service plan, and progress towards and/or completion of goals that address each client’s needs set to be reviewed every 30, 60, 90 and 180 days to allow revisions as necessary.
• Fulfill other duties as may be assigned to meet agency operation’s needs.

REQUIREMENTS:
• BA preferred or AA+3 years’ experience in the social work field
• Bilingual English/Spanish required.
• Experience in assessments, case management, advocacy and referrals working with hard-to-serve, low-income, youths/youth adults of color who are at risk of incarceration or have been incarcerated.
• Experience working multiple systems serving youth and young adults.
• Experience providing system integration care in order to reduce, criminal activity and physical/emotional/mental wellbeing.
• Past experience with gang involvement preferred.
• Skilled in understanding Hispanic/Latino cultural issues and sensitivity in relating to cross-cultural, social, economic and physical disability issues.
• Valid WA State Driver’s license and reliable transportation; current proof of automobile insurance
• Experience with community outreach and public speaking preferred.
• Proficient in Microsoft office
• Affirmation of no alcohol or other drug misuse for a period of two years.
• Lifting requirements up to 15 lbs.

LANGUAGE SKILLS:
Ability to read and comprehend instructions, short correspondence, memos, business correspondence and all other integrated behavioral health related documents. Ability to write clear, concise and accurate correspondence. Capable of establishing positive interpersonal relationships with a broad range of people. Effective oral and written communication skills.
OTHER SKILLS REQUIRED:

Ability to operate computer, printer, copy and fax machines, calculator, and other office equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by staff member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit, stand, move up and down stairways, talk and hear, drive to and from community appointments. The employee must regularly lift and/or move up to ten pounds and occasionally lift and/or move up to twenty pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

MENTAL DEMANDS:

Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization may or may not exist. Ability to reason effectively and interpret a variety of instructions furnished in written, oral or diagram form.

This position requires the individual to work with minimal supervision. Guidance is available as necessary, however, the individual is expected to be able to function autonomously and make individual decisions when appropriate. Position does require ability to interact with a variety of individuals and the ability to meet deadlines and time pressure based on the volume of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and/or level of distractions in the work environment are usually moderate.

I have read the job description and understand all of the duties and responsibilities of the position. I have also received a copy of the job description for my personal reference.

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