

REDWOOD COMMUNITY ACTION AGENCY
Community Services Division / Adult & Family Services / ONYX Program
JOB ANNOUNCEMENT

JOB TITLE: CASE WORKER I

STATUS: Part-time (paid vacation/sick time off pro-rated to hours worked)

PAY RATE: \$21.00 hour

AVAILABLE: IMMEDIATELY

DEADLINE: Open until filled; interviews will take place as qualified applicants are received.

APPLICATION PROCESS:

Required [Employment Application](#) and instructions for submitting your application materials are available at www.rcaa.org/employment-opportunities a resume with your application is highly recommended.

PLEASE NOTE: Not all applicants will be selected for interviews. Only candidates selected for interviews will be contacted regarding their status. Late applications (if a deadline is listed), incomplete applications or resumes without applications will not be accepted.

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SPECIFIC QUALIFICATIONS & EXPECTATIONS FOR CSD CASE WORKER I – Adult and Family Services ONYX program. This position serves under the general direction of the CSD Division Director, and the direct supervision by the AFS Programs Manager II, or their designee.

The Case Worker I will work with all clients, provide individual assessment, and goal setting, facilitates person centered meetings, groups and classes. This position develops the client’s activities, action plan and monitors progress toward goals.

MINIMUM QUALIFICATIONS

- Bachelor of Arts in social work, psychology or related field (equivalent experience may be substituted for education on a year-for-year basis)
- One (1) year experience working with individuals and/or families in a residential or community based setting, drop-in center, or social service program serving people that have experienced homelessness, mental illness, complex and intergenerational traumas, and/or Substance Use Disorder.

ESSENTIAL JOB FUNCTIONSSpecific Tasks:

- Conduct intake activities for tenant “clients” that are wanting supportive services in their permanent supportive housing project.
- Assess client needs; identify services to meet those needs and develop a service delivery plan with the assistance of client and/or household.
- Case planning will include assessments for physical, emotional, cognitive, social and spiritual needs, financial planning and other long-term supports necessary to maintain housing.
- Implement broad based treatment methods to meet needs of individuals with mental health issues.
- Attend weekly case supervision meetings with Head of Clinical Services; come to those meetings prepared with case information, service delivery plan, and any problems encountered.
- Monitor and evaluate achievement of service delivery plan.
- Advocate for clients and encourage community resources and human service agencies to assist clients in their path of promoting independent living in their own homes.
- Establish special linkages with local agencies and community resources to maximize effectiveness of the case management system.
- Monitor and evaluate progress, assess the adequacy, safety, sustainability, and appropriateness of client’s home and assist in developing solutions to maintain client’s “housed” status.
- Facilitate client centered meetings which may include client’s natural support systems.
- Monitor and evaluate achievement of service delivery plan.
- Case conference with referring agency personnel, other significant individuals and work cooperatively with other service providers.
- Complete work activity reporting as required, and in compliance with all California laws and funding source standards and regulations.
- Work with landlord and tenants to sustain and maintain successful housing for each client.
- Confer with other staff, program leaders regarding client needs and ways of improving staff ability to impact clients in a positive manner.
- Represent the Division at various team community meetings.
- Expand community knowledge of the division’s programs and services through collaboration with other service providers.
- Attend in-service trainings as required.
- Maintain case notes, records and program compliance.
- Transport clients to medical, legal appointments, and to other providers as needed to ensure reaching goals of case plan.
- Arranges for use of various community resources, and secures necessary equipment and transportation for such activities.
- Provides supportive employment services to assist client in obtaining and maintaining employment or volunteer opportunities in the community.
- Provide appropriate and sound discharge planning support for residents per case plan.
- Reports to the Division Director or Program Manager any deficiencies in supportive services operations
- Schedules all groups, classes and activities for clients assigned to caseload.
- May assist with the training of new employees, as assigned.
- Permanent supportive housing models
- Other duties as assigned or necessary.

NOTE FOR ALL APPLICANTS

- This position is considered a “**safety-sensitive**” job and will be subject to RCAA’s “Substance/Alcohol Abuse” policy. This policy is included in the Policies and Procedures and a more detailed brochure is available from the Human Resources Department which further outlines the policy
- This job description should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents may be required to follow instructions and perform other duties as required by their supervisor.
- RCAA is an “**Essential Business**” that continues to operate during unexpected events, such as: earthquake, natural disaster or a public health emergency. Thus, employees of RCAA are expected to continue to perform their jobs while observing safety precautions.

OTHER REQUIREMENTS

- Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law
- Must have means and capacity to perform job related work with personal vehicle, as may be required, and must have proof of current automobile insurance
- Possession of valid California’s Driver’s License with acceptable DMV driving record
- Submit to background clearance and/or fingerprinting with acceptable results
- Valid First Aid and CPR certification or willingness/ability to be certified, if required
- Proof of current (within 1 year) negative TB test, or willingness to obtain one, if required
- Proof of required education (i.e. AA, BA, MSW, etc.)
- Must have an effective means of communication at all times; a home or cell phone with the ability to accept voice messages

ESSENTIAL PHYSICAL ABILITIES

Employee must be able to provide the following with or without reasonable accommodation:

- Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
- Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
- Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
- Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
- Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

BENEFITS

- Part-time employees are eligible for paid vacation and sick time on a pro-rated basis depending on the number of hours worked. P/T employees may also be eligible for paid holidays dependent upon certain criteria in RCAA's paid holiday policy.

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