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. Not all applicants will be selected for interviews. Only candidates selected for interviews will be contacted regarding their status.

APPLICATION PROCESS: Required employment applications and instructions for submitting your application materials are available at [www.rcaa.org](http://www.rcaa.org). A cover letter and resume with your application are highly recommended.

**PLEASE NOTE:**

* This abbreviated 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.
* 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.
* 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 taking all appropriate safety precautions.
* As a condition of employment all employees are required to provide proof of having been fully vaccinated for COVID-19

**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.

**ESSENTIAL JOB FUNCTIONS**

**Specific 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.

**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.

***RCAA IS AN EQUAL OPPORTUNITY EMPLOYER***