

T.U.R.F. (Together United Recommitted Forever)

Job Description

Job Title: Case Manager

Department/Program Name: Violence Prevention & Intervention

Availability: Monday - Friday, some weekends

Reports To: Senior Case Manager

Salary/Pay: \$20.00/hour

Classification: Part-time, non-exempt

Hours/Benefits: 30 hours/week, no benefits

Interested Applicants – please email cover letter and resume to turfteencenter@gmail.com

AGENCY DESCRIPTION

T.U.R.F. (Together United Recommitted Forever) is a non-profit agency located in San Francisco's Sunnydale Affordable Housing Development that offers both restorative and intervention services for youth and families in San Francisco. T.U.R.F. has a specific focus on supporting individuals in District 10, more specifically the Sunnydale and Visitacion Valley neighborhood, by providing resources that include a sports and cheer program, academic support, employment assistance, a computer lab, and youth enrichment activities. T.U.R.F. is a safe haven that concentrates on empowering residents and youth to build self-esteem and a positive self-image in every capacity.

POSITION SUMMARY

The Case Manager is responsible for providing intensive and restorative case management services to youth ages 10-25 through a strength-based and client-centered approach. The Case Manager will be responsible for serving youth living in San Francisco, (particularly the Sunnydale/Visitacion Valley neighborhoods) by conducting individual and group sessions, alongside of enrichment and recreational activities with their clients. He/she will conduct comprehensive screening and assessment of newly enrolled participants in a timely manner, and provide advocacy, crisis intervention as applicable. He/she will work collaboratively with T.U.R.F. staff and/or other outside agencies to provide referrals to clients and their families as applicable. He/she will work collaboratively with staff in the Youth Department and Workforce Department to ensure that high quality services are provided to meet the needs of youth and young adults. This position is heavily weighed on trust, maintaining confidentiality, and ensuring documentation is up to date. It is necessary that he/she have a clear understanding of strong interpersonal skills, coping mechanisms, and cultural competency.

RESPONSIBILITIES

- Perform comprehensive screening assessments, ensuring clients' needs and coping mechanisms are clearly identified.
- Document well written assessments, service plans and progress made towards client goals according to program/department/agency/funder standards.
- Collaborate with client to develop individual service plan goals and maintain all related documents.
- Provide referral services for individual and conjoint family therapy as appropriate.
- Enter and complete client data, progress and monthly reports on a timely basis.
- Give input on training needs as a case manager.
- Provide cultural and age specific services by obtaining information and assessing relevant information needed to identify each client's unique service plans.

- Advocate for client needs, helping access resources and coordinating services with other agencies.
- Provide support on other agency related duties and duties assigned by Supervisor.
- Ensure the cleanliness of workspace and assist with the upkeep of the TURF facilities.

MINIMUM QUALIFICATIONS

- Possess a Bachelor's degree in social work, psychology or behavioral science from an accredited college or university (preferred)
- At least 3 years of previous experience working with underserved youth and/or providing case management services to youth (substitute college degree)
- Ability to work successfully with people from diverse ethnic and racial backgrounds and lifestyles
- Experience working with youth from diverse backgrounds
- Strong communication skills, both verbal and written
- Familiarity with District 10 community
- Excellent facilitation and consensus building skills
- Strong documentation and communication skills, both verbal and written
- Computer proficiency: Microsoft Word, Internet , Google Drive, professional email correspondence
- Experience with data and evaluation
- Must pass Department of Justice Fingerprint Screening
- Possess a valid California Driver's license

ESSENTIAL FUNCTIONS

- **Attend** staff meetings, trainings, and all grant/funder meetings as required.
- **Uphold** T.U.R.F. policies for safety, supervision, mandated reporting and risk management.
- **Ensure** that timecard hours match work attendance; do not leave early, take scheduled breaks on time, and communicate challenges with direct supervisor.
- **Demonstrate** competencies and willingness to T.U.R.F.'s vision of empowering and engaging the community.
- **Collaborate** effectively with other departments and programs in District 10/Sunnydale and San Francisco as appropriate.
- **Serve** as an informed and educated employee to all those served by T.U.R.F.'s programming in order to maintain a safe and creative environment.
- **Maintain** integrity, honesty, and work at full capacity at all times while at work.

WORK ENVIRONMENT/MINIMUM PHYSICAL QUALIFICATIONS

Must have the physical, visual, and auditory ability to perform the essential functions of the job with, or without, accommodations.

Together, United, Recommitted, Forever is an Equal Opportunity Employer and pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Interested Applicants – please email cover letter and resume to turfteencenter@gmail.com