Job Description

Position Title: CSEC Mental Health Case Manager  Collaborative Courts Full Service Partnership (CC FSP)

Employment Classification: Full-Time; Salary; Exempt

Reports to: Clinical Supervisor, CC FSP

Department: Program

Program Summary: Court Programs includes services through the Collaborative Courts, Full Service Partnership Wraparound Services for Children and Youth. This program offers case management and intensive support to youth served through the Collaborative Courts. The program is funded through a contract with the County of Orange Health Care Agency.

Position Summary: Responsible for the case management and mental health rehabilitation support of up to 10 youth referred through the CC FSP. Works with youth, families and collaborative team partners to create and achieve youth goals and promote self-sufficiency.

Major Areas of Responsibility:
- Works with Severely Emotionally Disturbed and Severely Mentally Ill youth between the ages of 5-25 years old
- Works as a partner in a collaborative decision making team and independently, making significant case plan decisions regarding youth assigned for mental health rehabilitation and case management services
- Provides mental health rehabilitation and case management services to youth involved in the collaborative courts
- Mental Health Rehabilitation Services include; teaching, coaching, role modeling and supporting youth with mental illness in order to reduce impairments and maximize their growth that interfere with their daily functioning
- Provides support with housing stability, effective employment readiness, school completion, independent living skills and money management
- Addresses barriers and obstacles to help the youth achieve permanence in the home, school, workforce and community
- Reduce recidivism for our delinquency cases
- Collaborates with team utilizing a “whatever it takes” approach to meet the youth’s needs
- Provides crisis management services
- Coordinates with all team members monthly to ensure a healthy collaborative approach
Follows and abides by Medi-Cal guidelines, including daily documentation and a 24 hour turnaround in submitting progress notes.

- Participates in Full Service Treatment Team meetings monthly.
- Assists Case Management Supervisor during the assessment phase to help develop and implement individual Care Plans; including identifying goals and milestones.
- Links youth to Orangewood Foundation programs and community resources.
- Follows child abuse reporting guidelines.
- Updates and maintains program database, case recording and relevant reports to establish outcome measures.
- Participates in all Orangewood staff meetings and trainings.
- Manages accurate flex funds for individual youth.
- Attends court hearings with youth, as needed.

Knowledge, Skill and Experience Requirements:

- Bachelor’s Degree from an accredited school in Psychology, Sociology, Social Work, or a related field.
- One to two years of victim advocate experience, working in the human services field, and case management experience.
- Knowledge of Victimology, Human Trafficking, and Criminal Justice System and experience working with the homeless population.
- Flexible working schedule and being available 24 hours to respond to emergency calls.
- Being culturally sensitive to the diverse population of the youth served and co-workers.
- Demonstrates a basic understanding of adolescent & child abuse issues.
- Proficient in Microsoft Office applications: Outlook, Word, and Access. Data entry knowledge and experience preferred.
- Bilingual proficiency in Spanish preferred.
- Proficient writing skills & comfortable presenting oneself in community settings.
- Must be a minimum of twenty-one years old.
- Possess a valid California driver’s license and proof of automobile insurance. Position requires DMV clearance.
- Pass a background check.

Essential Qualities:

- Understanding of and passion for the Foundation’s mission and vision.
- Exemplifies organizational values of trust, respect and compassion.
- Approach projects, activities and other job functions with flexibility and a positive attitude.
- Must be a team player.
- Enjoys working directly with youth, volunteers, community partners, etc.

Working Environment/Physical Requirements:

Position requires use of personal vehicle to transport clients. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 30 lbs (i.e. tables, chairs, food, water, etc.).

Modification to work schedule may be made based on need of the Foundation.

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