RECRUITMENT ANNOUNCEMENT

JOB TITLE: Case Manager I - Butte County Community Based Coalition (BCBC) – Tehama County (151)

WORK YEAR: Full time: 7.5 hours per day/Monday – Friday, 8:00 am – 4:00 pm/
12 months/260 days annually (Prorated upon hire)

START DATE: As soon as possible after interview

SALARY: Salary Schedule 5, Range 19, $22.67 to $33.48 per hour
(Placement dependent on experience)

BENEFITS: Generous benefits package that includes Medical, Dental, and Vision for employee and dependents. Vacation and sick leave accrued. This position qualifies for CalPERS retirement.

AREA OF ASSIGNMENT: Butte County Community Based Coalition Tehama County

TO APPLY: Visit: https://www.edjoin.org/Home/DistrictJobPosting/1668565

DEADLINE: This position is open until filled; to receive full consideration, please apply by Thursday, February 2, 2023 by 4:00 pm

DEFINITION:
Under the supervision of the Program Coordinator or Program Specialist II and as a part of the case management team, assists in providing transition services for adult offenders on probation, parole or in a county jail setting; assists staff with recordkeeping, group facilitation, and interaction and communication with clients, staff, parole agents, probation officers, sheriff staff and other agencies. The Case Manager I – Butte Community Based Coalition (BCBC) works with a variety of at-risk and high-risk adults. Clients are in need of the services necessary to successfully transition back into the community from state prison or county jail. These services include, but are not limited to, education, job readiness, job placement, substance abuse education, and life skills.

EXAMPLES OF DUTIES: [May include, but is not limited to the following.]

1. Provide one-on-one and group facilitation in program areas including, but not limited to, life skills, substance abuse, job readiness, cognitive behavior and education
2. Assist clients with education, self-help skills, job seeking and retention skills, and positive social skills
3. Assist clients with developing a plan to complete their high school diploma or GED and enroll in post-secondary schools or training
4. Models appropriate behavior for clients and reinforce positive behavior changes in the client
5. Supports the client and their family in making the necessary changes to lead and law-abiding and productive life within society
6. Administers the necessary assessments with clients to determine their Individual Treatment Plan (ITP)
7. Maintains a caseload of program clients; acts as liaison for clients, families and other related agencies involved in the transition process
8. Assists clients in completing various forms and obtaining documents for transition, training, education and employment
9. Identify client’s progress within the program and recommends client for appropriate phase transition or program completion
10. May accompany clients to appointments, interviews or other program-related activities.
11. Maintains accurate electronic and paper files on all clients
12. Communicates with clients, parole agents, probation officers, sheriff staff, CDCR staff and other agencies as directed by the Program Specialist or Program Coordinator
13. Participate in required orientation, training sessions, supervision meetings, and planning activities.
14. Initiate new program components with BCOE Managers to enhance quality and comprehensiveness of community support.

QUALIFICATIONS:

Knowledge of/Ability to:

1. Provide case management services to at-risk or high-risk adults and families
2. Facilitate positive working relationships between the CBC programs, service providers, partnering agencies and administration
3. Provide support to clients and their families during their transition back into the community
4. Work with diverse community groups and populations
5. Organize and support various transition activities
6. Provide trainings to clients, CBC staff, and agency partners
7. Work effectively as a team member with all partners
8. Apply excellent interpersonal and communication skills
9. Proficiency in use of telecommunications and computer applications related to position
10. Prepare and maintain accurate records
11. Work productively, creatively, and with independent initiative

EXPERIENCE AND EDUCATION

1. An Associate’s degree or equivalent units from an accredited college or university in the fields of education, psychology, social work, health, criminal justice or related field
2. Two years of experience working with high risk youth or adults and/or very low income families
3. Two years successful experience in coordinating and facilitating group interactions, meetings, and/or training
4. Demonstrated successful experience working with educational or social service programs and/or services
**PHYSICAL REQUIREMENTS:**

Occasional (less than 25%)
- Ability to bend and twist, stoop, and kneel
- Ability to lift 40 pounds
- Ability to carry 25 pounds
- Ability to stand for extended periods of time

Often (25 – 50%)
- Sufficient mobility to move about the work environment
- Ability to drive to various sites

Very Frequent (76%)
- Ability to stand and move around an office
- Ability to work at a desk, conference table, or in meetings of various configurations.
- Ability to see for purposes of reading printed matter and observing staff
- Ability to hear and understand speech at normal levels
- Ability to communicate so others will be able to clearly understand
- Ability to operate office equipment
- Ability to reach in all directions

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

*Please note that you may be required to test for COVID-19 if exposed to a positive case*

**OTHER:**

1. To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.
2. FINGERPRINTING FOR CONDUCTING A BACKGROUND INVESTIGATION IS REQUIRED and completed upon offer of employment.

**TO APPLY:**

Visit: [https://www.edjoin.org/Home/DistrictJobPosting/1668565](https://www.edjoin.org/Home/DistrictJobPosting/1668565)

Online applications only; no paper copies will be accepted. All online applications must be accompanied by the following attachments;

Incomplete applications will not be accepted

- Cover Letter
- Resume
- Three letters of recommendation required, current letters preferred
- Copy of Associate’s Degree or transcripts showing proof of Associate’s or equivalent units

Email: lallen@bcoe.org

Affirmative Action/Equal Employment Opportunity/Handicapped IX Employer

Deaf individuals may use the toll-free California Relay Service (CRS). If you have a TTY: (530) 532-5650. If you do not have a TTY: 1-800-735-2922. Upon CRS connection, ask for 530-532-5785 for more information about this recruitment.