



## STAR VISTA

**Position:** Bilingual Clinical Case Manager / Menlo Atherton High School  
**Program:** School Base Counseling Services  
**Status/Salary:** Full time: 30-40 hours per week, non-exempt, \$22-24/hour, DOE

**StarVista Mission:** We deliver high impact services through counseling, skill development, and crisis prevention to children, youth, adults, and families.

**Position Summary:** The Clinical Case Manager will provide strength-based, culturally sensitive case management services to students at Menlo Atherton High School. Many of the students we serve at MAHS are considered at-risk and face challenges including mental health issues, problems with tardiness or truancy, poor academic performance, substance abuse, significant psycho-social stressors, and behavior problems. The Clinical Case Manager will conduct assessments of student needs and help connect students, and often their families, to school and community resources to address their needs and strengthen the student's ability to function. In addition to linking students to community resources, the Clinical Case Manager will work to build positive relationships with MAHS students, offering counsel, support, and crisis intervention on an as-needed basis. The Clinical Case Manager will collaborate regularly with MAHS Support Staff and report to the Student Support Services Coordinator.

### Minimum Qualifications

We are seeking an energetic and dedicated individual with a passion for working with adolescents:

- Bilingual Spanish is strongly preferred.
- Bachelor's degree in social work, psychology, counseling, education **OR** equivalent experience (2+ years case management experience in lieu of degree)
- Ability to maintain timely and appropriate documentation of all services
- Ability to work standard school hours (M-F, 8am – 4pm)

### Preferred Qualifications

- Experience providing clinical services, such as group counseling, family support work, psycho-education
- Knowledge of San Mateo County resources **OR** experience working in a community-based setting providing services to children and families
- ASW's are strongly encouraged to apply
- Oral and written fluency in Spanish

### Essential Functions

- Provides case management for referred MAHS students and their families
- Collaborates actively with all members of Student Support Team
- Attends all team meetings with StarVista MAHS team

- Participates in weekly or biweekly supervision
- Facilitates the Alternatives To Suspension Program, individual/group services for re-offenders of school policies on substance use and aggressive behaviors
- Supports students and families in accessing legal, medical, and mental health services
- Helps students address academic, behavioral, social and emotional challenges
- Coordinates multiple services provided to clients by StarVista and other supporting organizations and ensures full collaboration between all parties
- Documents services using an electronic database system
- Cultivates and maintains a structured independent work schedule, as this position involves a lot of autonomy
- Provides safe, effective, culturally competent implementation of direct care in accordance with the Agency's procedures and standards of care

**Apply:** Send resume and cover letter explaining your interest in the position to Program Director, Dr. Hazel Benigno at [hazel.benigno@star-vista.org](mailto:hazel.benigno@star-vista.org).



**StarVista** is a private non-profit agency in San Mateo County that provides a wide array of free and low-cost services to help children, teens and adults who are dealing with substance abuse, domestic violence, mental health, and relationship and communication issues. More information about the agencies and its programs can be found at [www.star-vista.org](http://www.star-vista.org).