



**Position:** Case Manager (Bilingual Spanish preferred)  
**Program/Department:** Differential Response/Early Childhood and Family Services  
**Status:** Full Time (40 hrs), Regular, Non-Exempt  
**Salary Range:** DOE

**Mission Statement:** To strengthen communities by empowering children, youth, adults and families to overcome challenges through education, counseling and residential services

### **Position Summary:**

Responsible for providing strength-based, family-centered home-visiting and case management services to at-risk families for all Path 1 (low risk) and Path 2 (moderate risk) referrals that are received from the Human Services Agency Child Welfare Services Department. The majority of the families we serve have a child in the home screened by CPS and are referred to Differential Response with the goal of decreasing current risk factors. Case Managers conduct thorough assessments of family needs and then help link the families to local community resources to address those needs and strengthen the family's ability to function. Case Managers will be based in San Mateo County.

### **Qualifications:**

We are seeking an energetic and dedicated individual with an interest in working with families with a non-judgmental, strength-based approach.

- Must have a valid California Driver's license.
- Bilingual Spanish preferred
- Bachelor degree in social work, psychology, counseling, education or equivalent experience.
- Knowledge of communities and schools in San Mateo County, and/or experience working in a community-based setting providing services to children and/or families

### **Essential Functions:**

- Provides case management and community response services for all Path 1 and Path 2 Differential Response referrals from the Human Services Agency Child Welfare Department.
- Conduct weekly home visits for ongoing assessment, support and providing referrals for families (such as financial assistance, legal, physical and mental health services)
- Participate in weekly individual and group supervision
- Attend all trainings related to enhance and support DR services
- Collaborates with school and community-based service providers
- Helps caregivers address concrete parenting and household needs, such as budgeting, housekeeping, and other household maintenance techniques
- Coordinates multiple services provided to clients by StarVista and other supporting organizations and ensures full collaboration between all parties
- Maintains high quality documentation including completing progress notes using a database system, tracking all services provided to clients, auditing charts to ensure contract and QA requirements
- Cultivates and maintains a structured independent work schedule, as this positions involves a lot of autonomy



- Provides safe, effective, culturally competent and family centered implementation of direct care in accordance with the Agency's procedures and standards of care
- Other duties as assigned.

**Applied Knowledge, Skills and Abilities:**

- Solid case management skills
- Excellent written and verbal communication skills
- Knowledge of public and private community resources
- Knowledge of child development

**Apply to:**

Please email your resume to Maria Young ([maria.young@star-vista.org](mailto:maria.young@star-vista.org)).

**StarVista** 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).