



STAR VISTA

JOB DESCRIPTION

JOB TITLE:	Foster Youth Education Enrichment Services Case Manager
PROGRAM:	Foster Youth Education Support Services
DEPARTMENT:	Clinical and Community Services
REPORTS TO:	Foster Youth Education Support Services Program Manager
STATUS:	20-40 hours/week, non-exempt, prorated benefits offered
SALARY:	DOE

Position, Purpose & Objectives:

The Foster Youth Education Support Services Case Manager is a new position in a historic new program in San Mateo County focused on developing a strong and positive relationship with foster youth. Case Manager will be responsible for providing warm, welcoming, strength-based case management services to children in foster care, grades Kindergarten-8th grade. Case Manager will coordinate closely with all StarVista programs, Human Services Agency (HSA) Children and Family Services (CFS), Legal Aid Society, Daly City Peninsula Partnership (DCPP), and other support services throughout San Mateo County.

Case Managers will be based in San Mateo County and will be required to provide services off-site, within the community. Case Managers will conduct thorough assessments of the youth's needs, and help link the youth to resources that will address identified needs.

Qualifications:

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

- Must have a valid California Driver's license, access to their own car with valid auto insurance;
- Culturally sensitive; Bilingual; Spanish-speaking preferred;
- Social work, psychology, counseling degree or equivalent experience required;
- Knowledge of communities and schools in San Mateo County, and/or experience working in a community-based setting providing services to children, youth, and/or families.

Essential Functions:

- Provide case management for foster youth ages 5-14;
- Conduct needs assessment and provides support and referrals;
- Participate in weekly individual and group supervision;
- Attend staff meetings, training, supervision, and other meetings as required for the position;
- Collaborate with school and community-based service providers;
- Coordinate multiple services provided to clients by StarVista and other supporting organizations and ensure full collaboration between all parties;
- Maintain 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;
- Support in planning/attending regular support meetings for children;
- Provide safe, effective, culturally competent and family-centered implementation of direct care in accordance with StarVista's policies, procedures, and standards of care;
- Collect data as required to evaluate the efficacy of the program.

Applied Knowledge, Skills and Abilities

- Solid case management skills;
- Strong, positive interpersonal skills and ability to engage with diverse systems and communities in San Mateo County;
- Exceptional written and verbal communication skills;
- Knowledge of public and private community resources;
- Experience working with foster children and providing case management a plus;
- Understanding of child welfare services a plus;
- Understanding of trauma-informed care and engaging families and youth a plus;
- Organized and able to provide follow-through;
- Creative, outgoing, and takes initiative;
- Ability to problem solve and/or seek solutions.

Success Factors:

- Enjoys working in the community, and with community partners, and is passionate and creative;
- Enjoys working with children and foster care families and the foster care system;
- Flexibility in meeting changing priorities as the work requires;
- Able to function as part of a team and possess strong interpersonal skills;
- Ability to be strength-based and supportive in working with children and community partners.

POSITION STATUS:

Reports to the Program Manager, 20-40 hrs/week, non-exempt, prorated benefits include health, dental, and vision, sick leave, vacation, personal days, and holiday pay.

TO APPLY: Please e-mail cover letter and resume to Melissa Guariglia at melissa.guariglia@star-vista.org

StarVista is a non-profit organization dedicated to transforming the lives of children, young people, adults, and families across San Mateo County. More information about the agency and its programs can be found at www.star-vista.org.

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