



## Case Manager

### **THE ORGANIZATION:**

St. Vincent's is a Roman Catholic organization which provides programs for children, families, and seniors that are based on community needs. St. Vincent's is the oldest continually operating human service agency in Santa Barbara. St. Vincent's began operations in 1858.

### **PURPOSE:**

The Case Manager provides case management services to residents of St. Vincent's Family Strengthening Program (FSP). Services generally include supporting and monitoring clients' efforts in successfully achieving the objectives of a service plan and gaining access to needed community-based resources.

### **QUALIFICATIONS:**

- Ability to work independently with a strong level of organizational skills.
- Must possess excellent interpersonal communication skills and ability to work with all levels of clients, staff, volunteers, and community members.
- Must possess a bachelor's degree in related field with emphasis on human development, master's degree preferred.
- Must have at least two years of experience in a related field and familiarity and sensitivity with social issues such as domestic violence, homelessness, substance abuse, and mental illness.
- Possess excellent skills in writing and word processing.
- Proficient in PC computer and software (Microsoft Office and other software as applicable).
- Demonstrated leadership at professional level.
- Must demonstrate personal identity with and commitment to the mission and values of St. Vincent's.
- Is conscientious in follow-through in job responsibilities and can be a self-starter.
- Possess the ability to generate enthusiasm and inspire confidence and support.

### **Duties include but are not limited to:**

- Regularly meets with clients to set and progress through short- and long-term goals.
- Proper documentation and contacts are complete, accurate, and maintained for client files.
- Submits quarterly and other reports timely and accurately as directed by the Program Director
- Participates regularly in team meetings.
- Assists in the interviewing of potential clients.

- Provides a complete and thorough orientation to client on the FSP policies and procedures and St. Vincent's campus.
- Assists with helping residents to move in. Ensures that move-in paperwork is complete, accurate, and distributed to needed departments within one week of move-in.
- Provides a general introduction to other families in the cottage.
- Reinforces education classes and facilitates resident's attendance.
- Helps develop appropriate personal support system among cottage members, community, and appropriate family members.
- Participates regularly in team meetings.
- Associate is occasionally required to drive a St. Vincent's motor vehicle to transport clients.
- Other Duties as Assigned

Must pass criminal background fingerprint check and pre-employment negative TB test.

The COVID-19 vaccination may be a requirement depending on the position within St. Vincent's.

The position is full-time, hourly and is scheduled to work Sunday – Thursday 11:00am-8:00pm.

Compensation: \$22.00 - \$27.00 an hour

#### EXCELLENT BENEFITS

Health Insurance ° Dental Insurance ° Vision Insurance  
 Basic Life Insurance \$50,000 plus available Voluntary Life coverage  
 Retirement Plan - 403(b) and 401(a)  
 Gym Membership Subsidy  
 13 Paid Holidays Annually  
 Paid Time Off (PTO)  
 Paid Bereavement Leave  
 Paid Jury Duty Leave  
 50% Tuition Discount at our Children's Center  
 Education Reimbursement up to \$1,000 per quarter/semester  
 Job Signing Bonus - 5% of Annual Salary  
 Referral Bonus – Up to \$500 per Successful Job Referral  
 Transportation Benefit - Gas Mileage Subsidy for Daily Commute  
 Wellness Days - 4 Paid Wellness Days Annually

TO APPLY: Please submit a cover letter and resume to [hr@sv-sb.org](mailto:hr@sv-sb.org).

NO PHONE CALLS OR WALK-INS PLEASE.

Opened in 1858 by the Daughters of Charity of St. Vincent de Paul, St. Vincent's is a Roman Catholic organization serving the needs of the Santa Barbara Community. For more information regarding St. Vincent's and its mission, please view our website at <https://www.stvincentssb.org/get-involved/careers/>.