



# ALTERNATIVES TO DETENTION CASE MANAGER

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**DEPARTMENT:** YFCS

**REPORTS TO:** Program Manager

**CLASSIFICATION:** Non-Exempt

**# OF HOURS:** Full-Time, 40 hrs

**PAYRATE:** D.O.E.

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## **POSITION PROFILE:**

The ATD Case Manager assesses low-risk juvenile offenders and their families to help provide a continuum of alternatives for youth determined not to require detention. Program services will include family assessment, referral, case advocacy, home detention, reporting centers, non-secure shelter (cool bed), intensive case management and wraparound family support services. Program goals include preventing youth from being unnecessarily detained and reducing juvenile delinquency. Staff will provide comprehensive assessment, advocacy, linkage and referral, coordinated case planning, and other supportive services, including ensuring that youth attend all court hearings as required.

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Supervise and manage a full-time caseload (15-20).
- Coordinate and track referrals from law enforcement, Juvenile Court, Probation, and other authorized referral sources.
- Perform outreach to various police departments (to include line-ups at 6am, 2pm, and 9pm) and other referral sources as required.
- Provide advocacy with law enforcement, Probation, and Juvenile Court regarding case recommendations.
- Provide case management services to include interviewing, assessing, case planning, solution seeking, goal setting, referral, advocacy, life skills training and family building/intervention.
- Coordinate all incoming cool-bed referrals by answering the referral phone and developing transportation schedule.
- Plan and execute structured/meaningful activities for youth on caseload who are in cool bed (non-secure shelter), which can be between 8:00am-5:00pm, if youth are not in school.
- Facilitate family reunification meetings for youth on caseload who are in cool bed.
- Connect families to necessary supportive services through referring to external organizations or linking to internal SAY services as appropriate.
- Maintain accurate, updated case files and document required program data as required by funders.
- Submit data and monthly reports in an accurate and timely manner as required by supervisor.
- Remain culturally sensitive and respectful in all client, staff and community interactions.
- Provide support in the form of reflective listening, emotional support, strengths identification, challenge identification and solution seeking as needed.



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## CASE MANAGER

- Maintain ongoing contact with clients to build trusting relationships, provide support, serve as a referral source and monitor progress toward identified goals.
- Perform home and/or school visits as part of the client assessment and case planning process.
- Participate in staff meetings, training and other meetings as required.
- Participate in ongoing supervision to strengthen professional skills and process cases.
- Perform other tasks as assigned by the Program Manager.

### **QUALIFICATIONS (Education, Experience and Certifications):**

- BA or BS degree in Social Work, Criminal Justice or related field.
- Bilingual English/Spanish preferred.
- Two years of related experience in case management and direct client service, particularly experience with at-risk youth and families.
- Valid CA Driver license.
- Transportation of clients required.
- Must have access to reliable transportation and be willing to use it for job-related tasks.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to demonstrate knowledge of trauma-informed care interventions and practices.
- Knowledge and experience working with diverse cultures.
- Ability to manage multiple demands and prioritize when needed.
- Ability to respond to a referral and assess a minor within 15 minutes.
- Strong communication and relationship-building skills.
- Knowledge of relevant resources within the community.

### **WORKING CONDITIONS:**

**ENVIRONMENT:** Office and client home settings. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level. Job could include minimum to high intensity noise level based on whether conducting groups, one-on-one counseling, or trainings.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. The employee must occasionally stop, kneel, crouch, and crawl as well as lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

**MENTAL:** Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.



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*The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*