

FRIENDS OUTSIDE IN LOS ANGELES COUNTY JOB ANNOUNCEMENT – CASE MANAGER

Friends Outside in Los Angeles County seeks to fill the Case Manager position for our state-funded re-entry employment program. The goal of the program is to assist persons convicted of sexual offenses (Registrants) to obtain and maintain employment. This position is full-time (40 hours per week) will begin as of September 1, 2021.

Date of posting: July, 2021.

OVERVIEW OF POSITION

The goal of this position is to provide coordinated, outcomes-driven case management services to the registrant reentry population, working in collaboration with our partners. This full-time position (40 hours/week) will work onsite at the America's Job Center of California in Canoga Park.*

**Services have been modified during the pandemic with most services being conducted during this period virtually such as via a "Zoom" type of platform, telephonic/texting, and/or email from staff's place of residence. Selected services are conducted in-person, masked, socially-distanced, and in public spaces.*

Salary Range: \$22.84 per hour - \$25.00 per hour, depending on experience and education. Benefits include paid time off (e.g., vacation, holidays, sick time, personal days) and employer contributions to a medical plan.

KEY DUTIES

This individual must work successfully with all volunteers, staff and community members without regard to ethnicity, religion, age, national origin, physical challenge, sexual preference or gender. This individual should be flexible, compassionate, a team player, a self-starter, and capable of managing simultaneous tasks.

This position is responsible for providing services as follows:

- Assist with outreach activities to promote program enrollment and awareness of the program, coordinating referrals from program partners.
- Assist with Orientations and conduct eligibility and intake.
- Conduct a Basic Needs Assessment for qualifying clients and provide direct services/make linkages as needed to address client's job-related barriers.
- Conduct case management services which support and address clients' needs based on their Individualized Career Plans, in support of employment and job retention.
- Create and maintain updated client files in electronic and paper format. Ensure that client files are properly maintained, up-to-date, and consistent across formats.
- Conduct follow-up activities to determine whether each client's needs have been met, the outcomes of services, and to inform program partners about client outcomes when appropriate.
- Work collaboratively with program staff.

This position is responsible for other duties and to ensure contract compliance, as follows:

- Maintain electronic (CalJOBS) and hard copy files as per contractual and FOLA's instructions.
- Assist program staff to meet and exceed contract goals.
- Assist in the compilation of program deliverables such as by providing information and data for program reports, preparing for monitoring/audit visits, and ensuring proper maintenance of client files.
- Participate in case conferences and program supervision.
- Participate in trainings and meetings as assigned.
- Collaborate as necessary with third parties (e.g., organizations agencies, employers, funders) to provide quality client services and reach contract goals.
- Maintain a schedule that is consistent with FOLA's office hours.
- Other duties as assigned.

PREFERRED QUALIFICATIONS

- Passion for Friends Outside's Mission
- Associate's Degree or Bachelor's Degree in Social Work or a related field from an accredited college/university.
- 2 years of recent case management experience with reentry job-seekers.
- Lived experience with the criminal justice system.
- 1 year of experience with a data management system.
- Demonstrated familiarity with community resources in Los Angeles County.
- Familiarity with the criminal justice system.
- Experience working at or with America's Job Centers of California (AJCC).
- Experience with outreach/client recruitment activities.
- Proficiency in Microsoft Office Suite (or similar), Internet, Outlook, Zoom-type platform, and Email.
- Meets deadlines.
- Pro-active person with a strong work ethic, organized, reliable, flexible, and upbeat.
- Good written and spoken English skills.

Friends Outside in Los Angeles County is an Equal Opportunity Employer and is compliant with the Fair Chance Act. We support hiring people with Lived Experiences. All candidates are subject to and must pass a criminal history background check per the requirements of the position.

To apply: Submit cover letter and resume with: "Case Manager/Accelerator" in subject line to: mweaver@friendsoutsidela.org. Please no phone inquiries.

"The mission of Friends Outside is to assist children and families, prisoners, and former prisoners with the immediate and long-term effects of incarceration, and to act as a bridge between those we serve, the community at large, and the criminal justice system, thereby enhancing the character of justice."