

BILINGUAL CASE MANAGER– TEMPORARY

FAMILY RESOURCE CENTER



Do you enjoy interacting with youth and families to help enrich their lives? Are you able to use your creative skills in collaboration with a team of dedicated professionals to come up with innovative solutions for your clients? If this sounds like you, then the Family Resource Center (FRC) Division of the Human Services Department may be the place for you!

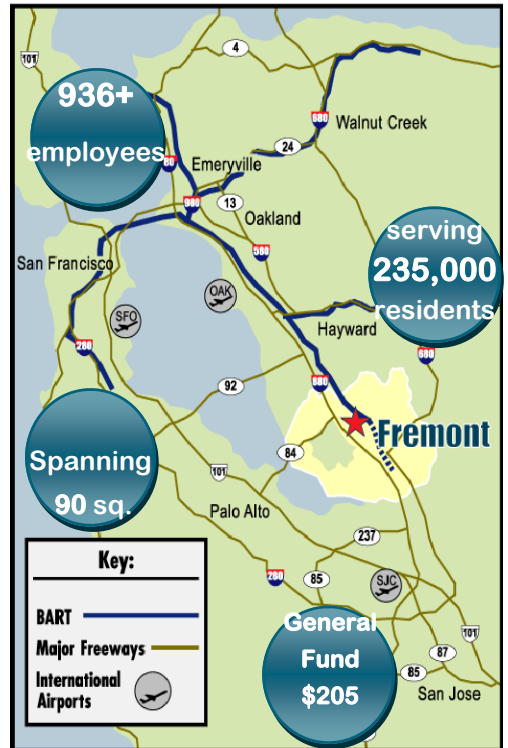
Application Deadline:

Noon - June 17, 2019

ABOUT US

Fremont is a well-managed and innovative city, and has recently generated national attention by placing in Money Magazine's top 50 "Best Places to Live 2016" in the country, and ranking 4th on the "Most Family Friendly" list of California cities by Estate. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 235,439 residents. As a full service city, Fremont employs over 937 regular employees and has a General Fund budget of \$205.7 million for the 2018-19 fiscal year.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.



THE POSITION

Under direction, the Case Manager will perform professional and clinical social work with individual adults, adolescents, and/or families to assist them to obtain health, financial and social services. As a member of the Human Services Department, this position reports to the FRC Senior Program Coordinator or his designee, and is characterized by the responsibility to provide assessments, and develop and implement case management plans. In order to perform some assessment responsibilities, the Case Manager may be required to conduct site visits to client homes. This temporary position is expected to last approximately four (4) months.

EXAMPLES OF DUTIES

- ◆ Manage a caseload of clients.
- ◆ Conduct comprehensive client assessments to develop appropriate service plan.
- ◆ Assist client to develop support systems to maintain independent living, self-sufficiency and family stabilization.
- ◆ Provide crisis intervention.
- ◆ Collaborate with team members and other FRC and community agencies.
- ◆ Make home visits and provide other community interventions as needed.
- ◆ Conduct inter-agency and/or family conferences.
- ◆ Provide supportive counseling and advocacy for clients.
- ◆ Monitor services provided to each client.
- ◆ Maintain timely documentation of services, reporting, and billing.
- ◆ Make public presentations.
- ◆ Prepare and present training and educational programs and publicity materials.
- ◆ Prepare written and statistical technical reports.
- ◆ Supervise interns in graduate and undergraduate programs placed at the FRC.
- ◆ May be assigned special projects.

IDEAL CANDIDATE

Qualified candidates will have considerable knowledge of the principles and practices of social services provided to families, including interviewing, diagnostic assessment, service plan development, service coordination, and care monitoring. Other qualifications include excellent English communication skills, the ability to work in a multi-disciplinary team setting, and familiarity with word processing, spreadsheet, and electronic charting programs.

Bilingual fluency in Farsi, Chinese, Spanish or Punjabi is highly desirable.

EDUCATION AND EXPERIENCE

Any combination of education and experience which has provided the knowledge and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and abilities would be: possession of a Master's Degree from an accredited school of social work, psychology, counseling, sociology, nursing, gerontology or a related field, and one year of case work experience, or possession of a BA in social work, psychology, counseling, sociology, nursing, gerontology or a related field and three years of social service experience, one year of which has been with children, youths, or senior citizens, or family serving programs.

Possession of a valid Class C California Driver License is required.

COMPENSATION & BENEFITS

The hourly salary is \$34.65– \$42.11, depending on qualifications. This temporary assignment does not receive benefits.

READY TO APPLY?

To be considered for this position, apply online by submitting a completed City application and resume through our online application system: www.fremont.gov/cityjobs.

The testing process for this position may include an individual and/or panel interview, written exercise, reference checks, and other selection components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. **Meeting the minimum qualifications does not guarantee an invitation to participate in the process.**

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

The City of Fremont is an Equal Opportunity Employer.

Human Resources Department

3300 Capitol Ave., Bldg. B

Fremont, CA 94538

(510) 494-4660

Tentative Recruitment Schedule

Application Deadline: Noon - June 17, 2019

Oral Board Interviews: Week of June 24, 2019

SUPPLEMENTAL QUESTIONNAIRE - CASE MANAGER

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Case Manager position, and is an integral part of the examination process. This supplemental questionnaire will be used to assess your experience as it relates to the position of Case Manager. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. How many years of professional, full-time experience do you have providing case management services to children and their families?
2. What is your highest level of education?
3. Do you possess bilingual fluency in Farsi, Chinese, Punjabi or Spanish? If yes, please specify.