



## **JOB DESCRIPTION**

**POSITION: Case Manager**

**PROGRAM: FamilySource Center**

**Salary Range: \$ 51,480.00 – \$58,240.00**

### **Position Summary:**

The FamilySource Center (FSC) program is funded by the City of Los Angeles Community Investment For Family Department (CIFDLA) This FSC program serves as the City's delivery system for anti-poverty initiatives by providing a continuum of core services designed to assist low income families in becoming self-sufficient by increasing family asset-building; to also provide college prep and youth academic achievement services. Core services include: Multi Benefit Screening, Information & Referral Assistance, Case Management, Financial Coaching, Pre-Employment Support, Tax-preparation, Your Benefits Now; Parenting Classes, Supportive Services, Legal Services, and the following youth base services for youth 13 and 17 years' age: Tutoring Services; Mentoring; Youth Leadership; Cash for College; FAFSA workshops; "COLLEGE CORNER"; Summer Academic Enrichment Camp; Art & Cultural Activities; college field trips.

Under the supervision of the FSC Program Manager, the FSC Case Manager is responsible for providing and/or coordinating a wide array of "Asset Based" Case Management services designed to address the multiple needs and barriers of low-income families face in becoming economically and academically self-sufficient.

### **DUTIES:**

- Conduct an initial Pre-Screening Assessment to determine program eligibility and suitability.
- Conduct initial Pre-Screening Assessments to determine eligibility for City of Los Angeles, Emergency Response initiatives. Such as Renters Assistance; Grocery Cards & Angeleno Cards.
- Conduct a Multi benefit screening for all interested clients to assist low-income families in accessing public benefits such as: Cal-fresh, WIC, health Insurance, and utility discount programs; utilization of Your Benefits Now portal.
- Provides intake and financial well-being assessment and comprehensive case management for clients that need support in financial coaching to reduce debt and improve credit scores.
- Develop plans to address clients/families needs including need for legal services, housing financial coaching, employment, education, health, mental health services, immigration and other services.
- Assist client in identifying short and long-term goals and formulate an individualized service plan to attain goals; utilizing Smart Goals.
- Provide information and referral assistance and advocates on behalf of the client in obtaining needed services both in-house and through outside service providers.
- Reassess client goal progression and modify service plan when necessary.
- Prepare periodic client progress reports as required.
- Provide Tax Preparation Services through VITA Program
- Responsible for the accurate and timely documentation of all client base services.



- Report enrollments, services, and outcomes to Compliance & Metrics Senior Manager.
- Participate in bi-weekly Case Management Team (CMT) meetings, LRO Staff Meetings and Individual supervision as needed.
- Attend Case Management related trainings, seminars and/or conferences as requested by FSC Program Manager.
- Participate in various FamilySource program and/or Community related activities as directed.
- Perform other work-related duties as directed by FamilySource Program Manager, and Executive Director as required by the funding source/HCID.

**QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skills and/or abilities required to perform the job successfully.

**EDUCATION/ EXPERIENCE/ SKILLS:**

- Bachelor's Degree in social work or BA degree in a related field from accredited university.
- 9-12 Months paid or volunteer experience providing case management services.
- Bilingual required (English/Spanish).
- Strong written and verbal communication skills.
- Good time management and organizational skills.

**SPECIAL REQUIREMENTS:**

- Must be able to work evenings and weekends as needed.
- Employment is subject to applicants' successful completion of a criminal background check and/or lifescan as required by the Federal, State, City of Los Angeles and local government entities.
- TB clearance, to be renewed every two years.

Must have reliable transportation, a valid California Driver License and State required automobile insurance coverage.

**Location/Site:** 6736 Laurel Canyon Blvd. #360, CA. 91606

**Benefits:** Includes health insurance, paid-time-off, and holidays.