



# Children's Law Center of California Excellence In Advocacy

## CARE CASE MANAGER JOB DESCRIPTION

The CARE Case Manager is a critical part of CLC's CARE Team. The CARE Case Manager works collaboratively with CLC's Peer Advocates, Mental Health, CSEC, and Education staff, and others. The CARE Case Manager provides intensive case management services to Dual Status (foster youth involved with the delinquency system, sometimes called 'crossover') and EPY (expectant and parenting) youth. The case manager also provides field-based guidance and case management oversight to CARE MSW interns working with our Dual Status and EPY youth.

Duties include, but are not limited to, the following:

1. Visit Dual Status and EPY youth where they reside, including juvenile hall, Kirby Center, probation camps, county jail, foster homes, with relatives, or at home;
2. Establish and maintain communication and collaboration with probation, DCFS, caregivers and service providers;
3. Assess clients who are referred to the CARE program and provide further ongoing assessment regarding service plans and case progress;
4. Participate and advocate in scheduled MDT (multi-disciplinary team), PDM (post disposition), CFT (child family team) and other meetings;
5. Attend delinquency and dependency hearings with the dual status and EPY youth;
6. Communicate regularly regarding status of the case with the child's case carrying attorney, the delinquency attorney, and CARE Program Director and/or Program Manager/Field Instructor;
7. Participate in internal staffing and case reviews as scheduled by the Firm Director, Program Director and/or Program Manager/Field Instructor;
8. Timely and accurately document all activities in the CARE database;
9. On occasion transport youth to appointments and/or court hearings or meetings;
10. Assist in training and coaching MSW interns to regarding case management protocols;
11. Provide coverage for meetings, hearings, and visits as needed; and
12. At the request of the Firm Director, Program Director and Program Manager/Field Instructor, represent CLC at various committee meetings.

**Qualifications:** The candidate must have excellent interviewing and client relationship building skills and demonstrated commitment to providing client centered advocacy for Dual Status and EPY youth.

The candidate must possess a working knowledge of resources and issues relevant to Dual Status and EPY clients, including but not limited to the effects of trauma, stages of change,

relapse and recovery, SOGIE, and statutes and policies regarding DCFS's obligations to EPY youth and the delinquency system.

The candidate must have an ability to communicate effectively both orally and in writing. S/he should demonstrate professional demeanor in behavior, appearance, and communication. Excellent time management skills, accountability, problem solving, principled decision making and critical thinking ability is required.

The candidate must have a record of effectively utilizing supervision and consultation to adhere to the professional and ethical standards as outlined in CARE/CLCCA training protocols. A BSW or MSW background is preferred. Alternatively, the candidate must have at least 3-5 years of consistent case management experience in an agency or organization serving at-risk/vulnerable populations.

The candidate must have competence in all areas of the CLC investigator job description. A valid driver's license and reliable automobile, auto insurance and an operable mobile phone are required at all times while working for Children's Law Center.

*Children's Law Center is an equal opportunity employer and does not discriminate in hiring or promotion on the basis of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, disability, medical condition, age, gender identity, or any other characteristic protected by law.*