



TAY CASE MANAGER

A TAY Case Manager works with the Transition Age Youth (TAY) Attorneys in the Extended Foster Care (EFC) Court. The primary duties of the TAY Case Manager include but are not limited to:

- 1) Work with TAY clients on the EFC Court caseload.
- 2) Visit with TAY clients at their place of residence and elsewhere in order to assist the attorney with establishing and maintaining a trusting and professional relationship with their clients.
- 3) Follow office policies and procedures as determined by the Law Firm Director.
- 4) Meet regularly with the Resource & Support Supervisor regarding caseload status and case management.
- 5) Document physical or electronic files in a thorough and timely manner with case notes and reports.
- 6) Communicate regularly with the attorney regarding status of cases.
- 7) Meet regularly with attorneys and assist with hearing preparation.
- 8) Provide technical and case support for peer advocates and attorneys.
- 9) Work closely with all members of CLCLA 4, employing a holistic approach to representing the whole child to ensure clients' needs are met including, but not limited to participating in CLCLA 4 internal staffing and case reviews.
- 10) Communicate regularly with outside service providers, community based organizations and county personnel regarding status of the case and client needs.
- 11) Assist TAY clients with activities such as applying for financial aid, searching for and applying for jobs, obtaining housing, etc when appropriate.
- 12) With supervisor authorization, transport TAY clients to important appointments in consultation with and upon the recommendation of the TAY Attorney where another entity cannot assist with the matter.
- 13) Maintaining accurate and current information and data regarding client demographics, services, needs and other case activity.
- 14) Work with the CLC Resource & Support Supervisor, CLC Policy Director, and Executive Director, where needed on issues of legislation and policy as it relates to TAY.
- 15) Work with the CLC Grants Manager and Development and Executive Director, where needed to ensure ongoing and expanded resources.
- 16) Provide CLC training and consultation to case carrying CLC attorneys, investigators, peer advocates and other staff as needed.
- 17) Be professional, patient, and understanding when interacting with clients, caregivers, colleagues, and supervisors.
- 18) Have a team player attitude and willingness to help out fellow co-workers and clients.

Minimum Qualifications:

BA degree in Social Work or a related field required. MSW or advanced degree preferred. A minimum of two years' direct experience working with children in a related field preferred.

Have excellent interviewing and client relationship building skills and a demonstrated commitment to providing client centered advocacy for TAY. Have an ability to communicate effectively both orally and in written reports.

A valid California driver's license, reliable automobile, automobile insurance as required by California law, and an operable mobile phone are required at all times while working for the Children's Law Center.

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