



MENDOCINO COUNTY YOUTH PROJECT
776 S. State Street, Suite 107, Ukiah, CA 95482
707-463-4915 (phone) 707-463-4917 (fax)
www.mcyp.org



YOUTH WORKER/CARE MANAGER SHELTER SERVICES

LOCATION: Ukiah

REPORTS TO: MCYP Program Manager of Shelter Services

THE AGENCY: The Mendocino County Youth Project's mission is to empower, guide, counsel and support children, youth, young adults and families from Mendocino County's many diverse communities to make healthy life choices, maximize potential, and become productive citizens.

The agency has been in existence since 1974, providing services throughout Mendocino County and parts of Sonoma County. Current services include individual, group, and family therapy, rehabilitation and case management services for children and youth with mental health diagnoses, substance abuse prevention and treatment, evidence based prevention education and intervention services in schools, crisis intervention, emergency respite for youth in crisis, emergency shelter for young adults, child abuse treatment, youth advocacy, information and referral services, prevention activities and peer helping programs.

THE PROGRAM: MCYP's emergency shelter program (Levine House and K's Place) is housing for young adults ages 18-22 who are aging out of foster care, young adults who are in crisis or general homeless youth who are in need of temporary housing. Young adults are provided shelter in a townhouse in Ukiah for a certain number of days, based on certain requirements. The program uses the Positive Youth Development approach to work towards obtaining a high level of involvement from the residents served in making a successful transition to more permanent housing. Residents are provided with supportive services including: transitional living planning assistance, life skills education, assistance in preparing for and obtaining employment, group and individual counseling, education and counseling designed towards prevention and treatment of substance abuse and referral to other resources in support of strengthening healthy life choices and life skills.

THE POSITION: Currently the position is Part time, 20 hours a week. There will be some flexibility in the scheduled hours worked. Care Managers must be willing to work on-call if necessary.

The Care Manager will perform para-professional functions; working primarily with youth ages 18-24. The Care Manager works under the direction of the Program Manager and the resident is assigned primary therapist.

The Care Manager will provide mental health rehabilitative, case management, crisis de-escalation, Therapeutic Behavioral Services (TBS), In Home Behavioral Services (IHBS) direct and collateral services to assigned clients being served through Medi-Cal as specified in their Care Plan or TBS plan. The Care Manager will assist clients in improving, maintaining or restoring their functional skills such as daily living, social and leisure, grooming and personal hygiene, communication, conflict / anger management, and other needs as defined in the client's plan.

DUTIES AND RESPONSIBILITIES:

- Facilitate living skills education with residents
- Facilitate cooperative living between residents
- Provide one on one case management, rehabilitative services, referral services and follow up with residents
- Complete paper work as required and on time
- Provide transportation to residents in agency vehicle and/or own vehicle
- Provide mental health rehabilitative, case management, TBS and IHBS direct and collateral services to assigned clients being served through Medi-Cal as described in the client's plan
- Follow specifications of Client Care Plan or TBS Plan
- Complete clinical notes in the electronic record system within 24 hours of service.
- Receive regular program and clinical supervision as required
- Submit accurate monthly MCYP and Medi-Cal paperwork
- Attend clinical and programmatic trainings as required
- Participate in quality assurance process
- Assure safety and security of people and property
- Participate as a member of a treatment team, under the direction of the primary therapist and Clinical Director
- Other duties as assigned



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GENERAL REQUIREMENTS

- Knowledge of case management
- Able to work as a member of the treatment team
- Able to balance the requirements of the medical model with a strengths perspective
- Requires attention to detail and timeliness in charting
- Basic PC word processing and Internet skills
- Able to work with individuals and families from diverse family backgrounds

SPECIFIC REQUIREMENTS:

- Care Manager I- Less than 2 years of FTE experience in a mental health related field providing direct mental health services
- Care Manager II- At least two years but less than four years of FTE experience in a mental health related field providing direct mental health services
- Care Manager III- At least four years of full-time equivalent (FTE) experience in a mental health related field providing direct mental health services. Up to two 2 year of the 4 years of experience can be substituted by years of education in a child development, social work, human behavior, rehabilitation, psychology or drug counseling. Minimum requirement of 2 years of actual work experience

PREFERRED REQUIREMENTS:

- Familiarity with the Native American and Latino communities
- Knowledgeable about accessing services at public and private human service agencies
- Prior experience working in a Medi-Cal program
- Spanish-speaking
- Familiarity with substance abuse, domestic violence, foster care and child abuse issues

CONDITIONS OF EMPLOYMENT: The successful candidate must submit to reference and personal background check (includes fingerprinting and DMV check). Candidate must have own car, possess a valid California driver's license, provide a DMV print out, proof of current automobile liability insurance (\$100,000/\$300,000) and be willing to do some local travel (reimbursed mileage).

SALARY: Care Manager I, II & III \$13.56 to \$18.55 per hour

BENEFITS:

- Optional health insurance plan (Blue Shield PPO) for self and dependents
- Optional dental plan
- Optional AFLAC insurance
- CALPERS retirement (no social security),
- Disability insurance
- 12 paid holidays
- 18 days paid vacation
- 2 "floater" holidays
- 12 days sick leave

POSITION CLOSES: when filled

TO APPLY: Please submit ALL of the following documents to the Human Resources Manager, at the address above or email to rsmellus@mcyp.org Application forms may be obtained at our office, e-mail, or our website.

1. MCYP employment application
2. Cover letter indicating why you are applying for this position
3. Resume
4. Licenses and/or certificates (if applicable)

MCYP IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Applicants may obtain a copy of our EEO Policy on request.