



2811 Adeline Street, Oakland, CA 94608

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Job Title: Case Manager
Report To: Program Supervisor
Salary: DOE
Status: Full-time or Part-time

General Summary:

CAL-PEP is a non-profit, community-based organization located in Oakland California, that has provided HIV education and prevention services throughout the San Francisco Bay Area since 1984.

CAL-PEP is seeking a full-time or part-time Case Manager who will support overall physical, mental, and behavioral health by providing client-centered needs assessments; development of, and support in implementing an individualized service plan; referrals; linkage to care; advocacy; and substance abuse interventions to in need of such support. This position reports directly to CAL-PEP's Program Supervisor.

This position requires strong communication and organizational skills, and an ability multi-task and prioritize competing tasks. The Case Manager will provide sexual health, substance use and HIV/STI education, street outreach, and advocacy efforts to clients, family members, and community stakeholders. A passion for increasing whole-person wellness and reducing disparities for persons experiencing homelessness, re-entry populations, MSM, and transgender communities is an essential characteristic for this position.

The Case Manager will provide direct, evidence-based treatment services that are closely coordinated and integrated with mental health, substance use support, social support, and life skills interventions. The Case Manager will provide ongoing case management for a set of assigned clients, including preparing and continually updating individualized client care plans. These individuals will also participate with consumers in planning and presenting project-related outreach, support, and team-building events. Additional duties will include recruitment, service linkage, field activities, administrative duties and other duties as assigned.

Essential Job Functions:

1. Consistent with case management standards of care, performs intakes, assessment of client needs and case management of immediate and long-term needs; necessary to determine eligibility for entitlement programs and available services.
2. Provide recruitment of priority populations, drop-in services, crisis intervention and back-up to staff as needed; utilizes skills to assess mental health crises. Utilize modified street outreach strategies to reach clients including mobile van clinic outreach, regular visits to client homes, on the streets, bars, clubs, parks, homeless encampments and social media sites.

3. Maintains concise documentation and program notes in the client records according to departmental standards.
4. Works with other service provider agencies, hospitals, clinics, drug and mental health treatment centers, legal services and programs that serve the priority population to ensure continuity of services.
5. Works with clients to identify gaps in adherence to medical and medication routines as prescribed by their clinician, if applicable. Collaborates with treatment peer advocates.
6. Advocates on client's behalf and refers cases to other community resources when appropriate.
7. Assists clients in understanding and applying for public and private benefits.
8. Attends team, weekly supervision, and other meetings as assigned.
9. Other duties as assigned.

Preferred Knowledge, Skills and Abilities:

1. Two years of experience offering case management services;
2. Experience working with marginalized communities, including persons experiencing homelessness;
3. Experience working with MSM and/or transgender communities;
4. Knowledge of the mental health concerns of priority population;
5. Strong knowledge of National AIDS Strategy and Treatment as Prevention model;
6. Capacity to manage multiple tasks/projects simultaneously;
7. Experience working with diverse populations;
8. Excellent computer skills; Experience with Microsoft Word, and Excel strongly preferred;
9. Excellent oral and written communication skills;
10. Valid CA Driver License;
11. Certified HIV Test Counselor a plus;
12. Bachelor's degree and/or additional related employment experience a plus.

CAL-PEP is an Affirmative Action/Equal Opportunity Employer. We actively seek applications from people living with HIV/AIDS, people of color, women, people of trans experience, non-binary/gender nonconforming individuals, and members of the LGBTQIA+ community. African American and/or Latinx individuals are encouraged to apply.

Application Process

Email resume and cover letter.

DEADLINE: Open until filled