

**SPECIAL SERVICE FOR GROUPS, INC**  
**JOB ANNOUNCEMENT**

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**Title:** Case Manager

**FLSA:** Non-Exempt, Full-Time (40 hrs./wk.)

**Pay Scale:** \$25-\$30/hour

**Division:** APAIT

**Supervisor:** Director of Clinical Quality Management Development

**Revised:** 1/30/2024

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**Summary**

The Case Manager will be responsible for providing direct program implementation activities as an integral part of the agency's Behavioral Health and Support Services unit. Under the direct supervision of the Director of Clinical Quality Management Development includes outreach and recruitment; conducting participant screenings and assessments; facilitating trauma-informed, culturally affirming individual and group level counseling; providing targeted case management; and tracking participant progress.

**Essential Functions**

1. Stop Hate, Massage Parlor Worker and Human Trafficking related case management.
2. Conduct client intake screenings into behavioral health and psychosocial support program services, and assessment plans.
3. Develop and implement outreach, recruitment, and linkage referrals to community-wide stakeholders.
4. Provide targeted case management services, such as referrals to food assistance, childcare, transportation, housing; care coordination; employment development; skills building.
5. Provide necessary program documentation, including the completion of reports, administration of evaluation tools, and other program related assignments.
6. Facilitate group level counseling sessions.
7. Attend and actively participate in unit, case conference, internal staff in-service, community, and other relevant agency events.
8. Ability to work overtime and perform duties during weekends, holidays, and evenings when required.
9. Maintain and uphold Agency mission statement, values, policies, procedures, and principles.
10. Other activities as required to conduct program and agency objectives.
11. Regular attendance required.

**Minimum Qualifications - Knowledge, Skills and Abilities Required**

1. Bachelor's Degree
2. Bilingual capacity in Chinese/Mandarin
3. Knowledge of HIV/AIDS, and related issues.
4. Knowledge of and ability to work with racial/ethnic minority, impoverished and underserved communities and groups (e.g., multi-gender, generation, LGBTQ, substance using).
5. Proficient writing and oral communication skills.
6. Demonstrated experience and knowledge of PC hardware and software (i.e., Windows, word processing, spreadsheets).
7. Ability to coordinate multiple tasks simultaneously in high pressure environment.
8. Maintain and uphold agency mission statement, values, policies, procedures, and principles.
9. Valid California Driver License, Proof of Car Insurance and reliable transportation.
10. Verification of employment eligibility and background check.
11. Updated tuberculosis test (annual requirement) – read, reviewed, and dated by a clinician 6 months prior to employment.

**Preferred Qualifications - Knowledge, Skills, and Abilities**

1. Experience working in a non-profit community-based organization.
2. Experience providing counseling grounded in evidence-based practices such as Seeking Safety or TREM.

**Supervisory Responsibilities**

1. The incumbent in the position does not have formal supervisory responsibilities.

**Environmental Conditions (Working Conditions)**

1. Ergonomically safe office environment with desktop computer, desk, chair, natural light from windows.
2. Occasional outreach at community festivals, conferences, nightclubs, massage parlors, and other outreach venues that target population frequents.

**Physical Requirements**

1. While performing this job, the incumbent typically spends time sitting, standing, walking, frequent driving, carrying (max.20lbs), lifting (max. 20lbs), listening, and speaking.

**Mental Requirements**

1. The incumbent in this position must be able to accommodate any/all the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; and availability for on call/duty after regular working hours, and exposure to inappropriate behavior and language of others.

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**Application Process:**

Please submit cover letter and resume by e-mail to: Jeremy, [jeremyv@apaitonline.org](mailto:jeremyv@apaitonline.org) NO PHONE CALLS PLEASE.

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*Special Service for Groups, Inc. (SSG) is an Equal Opportunity/Affirmative Action Employer  
SSG will consider for employment qualified applicants with criminal histories in a manner consistent with the  
requirements set by law.*