

## POSITION ANNOUNCEMENT/JOB DESCRIPTION

**TITLE:** Case Manager, WRC and MHSA

**LOCATION:** Richmond

**ACCOUNTABILITY:** This position reports to the WRC Case Management Team Leader.

*Rubicon has over 30 years of experience supporting individuals with mental illness in obtaining housing, getting jobs, reducing symptoms, and connecting more fully to their community. We focus on assisting individuals in moving forward in their recovery and improving the overall quality of their lives.*

*The Wellness and Recovery Continuum utilizes case management, life skill classes, coaching, counseling, and psychiatry in providing tailored services to the meet the needs of participants.*

*Bridges To Home is an assertive community treatment (ACT) team that transforms lives through providing intensive wrap around services. ACT is an evidence based treatment that supports the full recovery and community integration for program partners.*

### QUALIFICATIONS

1.	A Bachelor's degree in Social Service or Psychology; relevant work experience may substitute for the degree. MSW or Master's Degree preferred.
2.	Interpersonal flexibility, strong teamwork and excellent communication skills.
3.	Computer and internet literacy, including Microsoft Word.
4.	This position requires that the incumbent transport clients as necessary, shop for the program as needed and attend off-site meetings, trainings and other events. Proof of a valid and current driver license, current auto insurance, and an acceptable Motor Vehicle Report are required.

### RESPONSIBILITIES (Essential functions include meeting agency productivity standards.)

1*	Case Management (on and off-site): <ul style="list-style-type: none"><li>Wellness and Recovery Continuum: Maintain a caseload of 25 individuals; includes assessment, service plan development, service brokerage and coordination and serving as point person for the consumer; services delivered may include vocational assessments and referrals, life skills, housing support and budget development</li><li>Bridges to Home: Caseload includes MHSA Full Service Partners and residents of both the Virginia and West Richmond apartments. Provide case management as part of a treatment team; services delivered may include life skills, housing support and transportation to essential appointments and activities. Duties also include responding to crises throughout West Contra Costa County.</li></ul>
2*	Activity Coordination: Plan and direct on and off-site social activities, workshops and educational programs. Examples include films, arts and crafts, games, outings and wellness activities for residents at West Richmond and Virginia housing sites.
3*	Compliance & Quality Assurance: includes responsibility for all required agency and funder documentation & MediCal billing.
4.	Collaborate with case managers, internal and external service providers; network with other agencies for referral and recruitment purposes, backup other program staff and perform other duties as required.

**\* Indicates essential duties.** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**HOURS:** This is a full time, non-exempt position; requires weekends including responsibility for carrying an on-call cell phone and responding to all MHSA related calls between Friday 5 pm and Monday 9 am.

**GRADE:** N10

**HIRING RANGE:** \$19.52 - \$21.54/hour, depending on skills and experience

**Excellent benefits include health plans, paid vacation and sick leave, employer sponsored 403(b) plan.**

**NOTICE:** This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Rubicon reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at any time with or without notice.

**TO APPLY:** Send us a **Rubicon Applicant Tracking Form** with either your resume or with a **Rubicon Employment Application**.

**How to Obtain Forms**

Visit our website:

[www.rubiconprograms.org/careersatrubi.html](http://www.rubiconprograms.org/careersatrubi.html)

**OR**

Email, fax or mail your name, contact info and request to:

hr@rubiconprograms.org

fax: 510-412-9029

Rubicon Programs HR

2500 Bissell Avenue

Richmond, CA 94804

**OR**

Visit us in person. Just ask at the front desk:

2500 Bissell Avenue, Richmond

or 1918 Bonita Street, Berkeley

**Where to Submit**

Send your completed Applicant Tracking Form

([www.rubiconprograms.org/docs/Applicant\\_Tracking\\_Form\\_Data\\_Entry\\_2008.06.11.doc](http://www.rubiconprograms.org/docs/Applicant_Tracking_Form_Data_Entry_2008.06.11.doc)) with your resume **or** Employment Application ([www.rubiconprograms.org/docs/Employment\\_Application\\_2008.04.30.pdf](http://www.rubiconprograms.org/docs/Employment_Application_2008.04.30.pdf))

to:

Rubicon Programs Inc.

Human Resources

2500 Bissell Avenue

Richmond, California 94804

Fax: (510) 412-9029

[Email: hr@rubiconprograms.org](mailto:hr@rubiconprograms.org)

**DEADLINE:** This position is open until filled and may be closed at any time.

Rubicon is proud to be an Equal Employment Opportunity/Affirmative Action Employer and values diversity of culture and thought. We seek talented, qualified individuals regardless of race, gender, national origin, religion, sexual orientation, disability, age or any other protected classification under law.

**Rubicon is using E-Verify to validate the eligibility of our new employees to work legally in the United States.**