

## POSITION ANNOUNCEMENT/JOB DESCRIPTION

**TITLE:** Wellness & Recovery Continuum Case Manager

**ACCOUNTABILITY:** This position reports to the Wellness & Recovery Continuum Lead Case Manager

### 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.	English/Spanish bilingual proficiency required;
5.	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): Maintain a caseload up to 40 individuals; includes assessment, service plan development, service brokerage and coordination and <b>serves as point person for the consumer</b> ; services delivered may include vocational assessments and referrals, life skills, housing support and budget development.
2*	Group Facilitation: Develop and lead group therapy sessions, process and skill building groups and psychosocial activities and outings;
3*	Compliance & Quality Assurance: includes responsibility for all required 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.

**GRADE:** N09

**HIRING RANGE:** \$18.20 - \$20.05/hour, depending on skills and experience.

**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 anytime 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-con.html](http://www.rubiconprograms.org/careersatrubi-con.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.**