

NoVA (No Violence Alliance) Intensive Case Manager Job Description

About Community Works

Community Works (CW) provides direct services and advocacy for people impacted by incarceration. This work takes place in jails, prisons and communities across the Bay Area. The agency's mission is to engage youth and adults in programs that interrupt and heal the impacts of incarceration and violence by empowering individuals, families, and communities. CW's long-term goal is to radically reduce the number of individuals entering and re-entering the juvenile and criminal justice systems and to reduce those systems' impacts on individuals, families, and communities, particularly low-income communities of color.

About NoVA (No Violence Alliance) Project

The goal of the No Violence Alliance Project is to mitigate crime in the community. Community Works, under contract from the San Francisco Sheriff's Department (SFSD), provides services for post-incarcerated individuals who have been violence-involved, with the objective of successful community reentry. The NoVA Intensive Case Manager provides post-release intensive case management in the form of housing, career and counseling services. Participation in NoVA is voluntary, and an incentive for involvement includes eligibility for residential and transitional housing.

About the Position

The NoVA Intensive Case Manager will enhance reentry services, both in jail and post release, by providing a family-systems approach to treatment and reintegration, creating opportunities for healing and involving families in services that will greatly increase the likelihood of successful reentry.

Responsibilities and Duties

- Screen and Assess clients in-custody: Using the Family Impact Statement as a foundation, the NoVA Intensive Case Manager will work with the incarcerated individual and their immediate family members to identify other family members and social networks that may be able to provide additional support.
- Develop personalized family-based treatment plans for identified clients in-jail for post release case management.
- Provide a one-hour group, which meets weekly. This group may be conducted in or out of custody.
- Provide wrap-around intensive case management post release services maintaining a caseload of 15 clients.

- Have weekly in person contact, at least three times a week, with clients to support them in their plans, including but not limited to violence intervention, assistance with employment, housing, substance abuse, mental and medical health treatment or other family support.
- Coordinate services for clients in the community in collaboration with other organizations and county service providers.
- Provide follow-up with clients and agencies as appropriate to document use / success of community referrals.
- Provide all required documentation for SFSD NOVA requirements in a timely manner. Input accurate and complete data for all contacts with clients into SFSD NOVA Access database. Ensure that all documents submitted on behalf of a client are valid and approved by SFSD.
- Adhere to agency policy, procedures and the professional code of ethics.
- Other duties as assigned by supervisor.

Desired Qualifications

- Community Works STRONGLY encourages formerly incarcerated people, children of incarcerated parents and those intimately affected by the criminal justice system to apply
- Capacity to ensure culturally appropriate services
- Be experienced working with families impacted by incarceration, substance/alcohol abuse issues, and/or domestic violence
- Have a flexible work schedule (possible evening and weekend hours)
- Must be able to obtain jail clearance
- Ability to work with deputized and civilian staff in a jail setting
- Must have own, reliable transportation
- Must have the ability to have solid, productive boundaries, and communicate effectively
- Proven track record to thrive in high-stress environments
- Creative problem solver
- Willingness to grow professionally
- Demonstrated ability to accept constructive feedback

Community Works is an equal opportunity employer committed to maintaining a culturally diverse work environment that reflects the make-up of the communities we serve. People with diverse personal experiences are urged to apply, especially people of color, bi-lingual English-Spanish speakers, lesbian, gay, bisexual and transgender individuals, women, and those that have been formerly incarcerated or impacted by incarceration.

How to Apply

Apply immediately by emailing your resume and cover letter to jobs@communityworkswest.org. Use your full name as the subject line. Application deadline is July 19, 2019.