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 Behavioral Health. Responsibilities include 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. Facilitate group level counseling sessions.
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. Attend and actively participate in unit, case conference, internal staff in-service, community, and other relevant agency events.
7. Other activities as required to conduct program and agency objectives.

Minimum Qualifications - Knowledge, Skills and Abilities Required
1. High school diploma or GED equivalent and above, or at least 2 years of experience in the HIV/AIDS or behavioral health field.
3. 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. Proof of employment eligibility, valid California Driver’s License, and annual automobile insurance.
9. Updated tuberculosis test (annual requirement) – read, reviewed, and dated by a clinician 6 months prior to employment.

Preferred Qualifications - Knowledge, Skills and Abilities
1. Strong interpersonal skills and ability to work with staff from diverse cultural, ethnic, educational, and socio-economic backgrounds.
2. Be able to process new information, think, and conceptualize tasks as appropriate.
3. Experience working in a non-profit community-based organization.
4. 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 Subir at subird@apaitonline.org  NO PHONE CALLS PLEASE.