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**JOB DESCRIPTION: CASE MANAGER**

**REPORTS TO:** Program Manager

**CLASSIFICATION:** Full-time; non-exempt.

**MISSION**

Jodi House empowers brain injury survivors to not merely survive but thrive by providing support services that encourage their physical, cognitive, and behavioral recovery, regardless of the ability to pay.

**POSITION SUMMARY**

Under the direction of the Program Manager, the Case Manager provides individual support and rehabilitation services to adult brain injury survivors and helps facilitate Jodi House’s Day Program.

**ESSENTIAL JOB FUNCTIONS**

* Provide one-on-one case management support to Jodi House members in furtherance of their individual recovery goals, including developing, evaluating and revising case management goals and plans.
* Assist members in aspects of independent living that include the development of social, vocational and effective life management skills.
* Develop trust and rapport with survivors in a linguistically and culturally appropriate way, utilizing available resources including translation services when needed.
* Recognize and assist members in emotional distress in developing appropriate coping and conflict resolution skills.
* Educate members and their families/caregivers about brain injury and effective symptom management.
* Assist members in building healthy peer and familial support networks.
* Facilitate classes, support groups, and the Immersion Services pre-vocational program as needed.
* Monitor home safety of members, conduct home visits as needed and make appropriate referrals to community resources.
* Monitor member safety at all times and take appropriate and timely action in response to urgent or emergency situations.
* Educate members in finding alternative community resources when the need arises and assist with the completion of necessary paperwork.
* Serve as a representative of Jodi House to the community and collaborate in various community partnerships.
* Work with highly sensitive information and maintain confidentiality.
* Collect and document program data and services in member database and prepare reports in a timely manner.
* Train and supervise research interns.
* Assist with special events as needed.
* Other duties as assigned.

**DESIRED QUALIFICATIONS**

* Bachelor’s, professional, or technical degree in a related field; MSW, LCSW or MFT preferred.
* Bilingual Spanish/English language abilities preferred.
* Experience or education related to working with adults with disabilities.
* Experience working in the social services field.
* Familiarity with social service resources in the Tri-Counties region.
* Excellent interpersonal and customer service skills with ability to communicate effectively, both in writing and verbally.
* Ability to organize and prioritize work and work independently.
* Ability to remain calm and take appropriate actions in stressful or emergency situations.
* Knowledge of relevant computer programs and other office equipment.
* Current CPR/First Aid certification, or willingness to obtain within 60 days of hire.
* Current California Driver’s License and proof of insurance.

**SCHEDULE**

Position is full time, in-person, 40 hours per week, and non-exempt. Business hours are 9am-5pm, Monday-Friday.

**BENEFITS**

Jodi House offers a generous benefits package that includes paid time off, health benefits, and an employee retirement plan option.

**Interested applicants may apply by sending their resume and cover letter to info@jodihouse.org.**