Case Manager, STRIVE Future Leaders Reentry Program

Young Adult Workforce Programs

Who We Are
Second Chance is a place where justice involved San Diegans go to find hope, purpose and opportunity. Offering eight evidence-based programs, each staffed by a dedicated team of caring professionals, Second Chance is regarded throughout the greater San Diego area as a leader in helping formerly incarcerated and justice involved citizens successfully reintegrate into society.

What We Do
Second Chance helps hundreds of formerly incarcerated youth and adults receive the services they need to find a better path through job readiness training, case management, counseling, and transitional housing programs. We are dedicated to our mission of “disrupting the cycles of incarceration and poverty to help people find their way to self-sufficiency.”

We believe that everyone, regardless of their past, deserves the chance to shape a stronger future for themselves, their family, and their communities. This is achieved by living our CARES values.

Program Summary
The STRIVE Future Leaders Reentry Program is designed to provide case management services and job readiness training to young adults 18 – 24 years of age with current or previous involvement in the justice system. The goal of the program is to reduce recidivism and support individuals in becoming productive members of our community.

Who We’re Looking For
Case Manager, STRIVE Future Leaders Reentry Program, Full Time
Young Adult Programs
We’re looking for smart, compassionate, and resourceful change-agents with a passion for inspiring others to better themselves. To be successful, you’ll have to be a loyal and dedicated critical thinker; a creative problem solver who doesn’t shy away from challenges and takes pride in everything you do. You believe anything worth doing is worth doing right, every single time. If you don’t know the answer, you’ll dig to find it. You love people. You enjoy leading others. You value diversity and embrace change.

The Case Manager, for Young Adult Programs reports to the Program Coordinator. This role is responsible for providing guidance and supportive services informed by positive youth development and motivational interviewing practices to assigned program participants. The case manager must foster and emphasize a young adult focused environment with the goal of successfully transition program participants into the workforce and sector based training opportunities. The Case Manager is expected to be adept at
addressing any potential barriers to program success and developing nuanced youth interventions in collaboration with Future Leaders colleagues and program leadership. This position is responsible for a wide range of activities to include but are not limited to:

- Conduct initial intake assessments to prospective participants.
- Verify program eligibility, appropriateness and provide referrals for alternative services when necessary.
- Collection of participant information and data entry into database in a timely manner (72 hours).
- Maintain accurate case notes/files, record and track data relative to an individual’s assessments.
- Coordinate with community partners as to prospective participant’s status and needs.
- Communicate with parole/probation and court officials as needed.
- Counsels participants using established Motivational Interviewing practices.
- Conduct outreach and recruitment for needs of program.
- Provide follow-up supportive services post program exit for all assigned participants.

What skills do you need?
This is challenging work. A positive “can do” spirit is a must. Skills for this specific role include:

- Ability to work with a high degree of autonomy and exercise personal and professional judgment when dealing with participants.
- Skilled in formulating workshop policies and procedures.
- Ability to exercise discretion when dealing with matters of significance and consequence that affect the participants.
- Ability to perform independently and make decisions based on comparing and evaluating various possible outcomes.
- Superior skills to organize, plan, and execute the full scope of required duties.
- Familiar with the program population.
- Excellent interpersonal communication, listening, counseling and facilitation skills.
- Attention to detail and accuracy in verbal and written communications.
- Sound judgement; critical thinking and problem-solving skills.
- Organized and ability to manage time and priorities.
- Collaborative team player with the ability to build strong relationships while being cordial, respectful, and professional with all staff, participants, partners, volunteers, interns and guests.
- Resourcefulness, initiative, reliability, commitment and willingness to follow direction.
- Culturally competent and inclusive.
- Must be computer literate (proficient in Microsoft Word, Excel, Outlook)
- Welcome feedback as a means to personal and professional growth.

Qualifications

- One or more years of case management or related experience.
- Experience updating and managing participant data in a data management system.
- Must be able to speak, read, and write in English.
- Required to have a valid driver’s license and properly registered and insured motor vehicle meeting the minimum level of insurance as defined under the California DMV Code.
- Meet background and security clearance guidelines for facility access and passes background check:
Criminal background clearance through the State of California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI)

Additional background clearance required by San Diego County jails

Driving record through the State of California Department of Motor Vehicles (DMV)

Maintain an active and valid CPR and First Aid Certification

Maintain a valid Tuberculosis Test and renew annually or as statutorily required.

Drug Testing

Preferred

• One year of training and demonstrated experience in Cognitive Behavioral Group management, motivational interviewing.
• Experience working with justice-involved adults and the criminal justice system.
• Bilingual in English and Spanish languages.
• Not-for-profit experience.

Education

Required

• High School Diploma or GED.

Preferred

• Bachelor’s degree in criminal justice, social or human services or related field.

What We Offer

Purpose. Many places will offer you a job. At Second Chance you will change lives. Our work is that rewarding. It is what makes our employees stay and others return.

Job salary and benefits...

• This position is non-exempt (hourly), full-time, 40 hours/week. The rate range for this position is $19-20 per hour.
• Employer paid medical and life insurance for employees
• Vacation and Sick Leave benefits
• Professional Development and more!

If you are seeking a rewarding career where you can make a meaningful difference alongside a world-class team, then Second Chance wants you. Join us.

We’re committed to giving justice-involved individuals a Second Chance.

Are you?

To apply, please email a cover letter and resume with list of three professional references with “Case Manager” in the subject line to jobs@secondchanceprogram.org

Second Chance Program, an equal opportunity employer, values the diversity of our workforce and the knowledge of our people. Second Chance Program will not discriminate against an applicant or employee on the basis of race, color, religion, national origin, ancestry, sex/gender, age, physical or mental disability, military or veteran status, genetic information, sexual orientation, gender identity, gender expression, marital status, or any other characteristic protected by applicable federal, state or local law. Auxiliary aids and services are available upon request to individuals with disabilities.