Job Posting: VOICES Sonoma Alchemy Project Case Manager

The VOICES Sonoma Alchemy Project Case Manager supports the project by providing targeted and comprehensive case management support to youth experiencing severe mental health challenges, coaching and mentoring, participation in program outreach, workshops and events, administrative support and overall program development and implementation. In addition, the Alchemy Project Case Manager supports project participants through goal development and planning, ongoing support and follow-up.

VOICES & On The Move Overview:
VOICES Sonoma provides young people aging out of foster care with family-like support, acceptance, and accountability as they set their own goals and pursue them across VOICES’ youth-led core programs: Health and Wellness, Career and Education, and ILP-Independent Living Program. VOICES is a Program of On The Move. On The Move was founded in 2004 with a mission to develop and sustain emerging leaders by building exceptional programs that challenge inequities in their communities. Each year On The Move’s seven initiatives, including VOICES, serves approximately 13,000 children, youth, and adults in counties across California, working to transform the outcomes experienced by our most vulnerable residents. In all of its work, program participants are not only recipients of services, they are active leaders in supporting their peers, guide and shape program delivery and advocate for participant voice to be heard and recognized in the broader community.

Areas of Responsibility:

Case Management, Mentoring & Engagement
- Collaborate with team members to address social functioning, involvement in recreational activities, involvement in recovery, strengths, health & wellness, and other needs of project participants.
- Support with referrals to internal and external programs in order for participants to attain goals.
- Provide mentoring and coaching to participants in order to encourage goal development.
- Maintain up to date records by regularly entering case management progress notes and contact records into electronic database.
- Assist in leading quarterly evaluations of program.
- Attend and aid in facilitating weekly interdisciplinary team meetings.
- Provide participants with transportation to and from appointments, groups and events.
- Meet with supervisor for weekly supervision meetings.
- Schedule and meet with project participants on an ongoing basis.
- Facilitate therapeutic and recovery-oriented groups on weekly basis.
- Lead the planning and organizing of monthly socialization and community building events.
- Support program participants and other transition age youth at VOICES experiencing severe mental health challenges on drop-in basis.
- Provide training to advocates on staff around best practices for working with youth experiencing severe mental health challenges.

Support VOICES/On The Move Initiatives
- Lead program outreach and ensure that all project participants receive invitations to all events.
- Support with all VOICES-wide events including monthly barbecues, yearly celebrations and gatherings.
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- Other duties as assigned.

**Desired Qualifications & Characteristics**

- Relevant education experience.
- Direct experience with the behavioral health system, and/or other systems of care highly desirable.
- Experience leading programs for transition-age youth, program coordination and collaboration with community partners required.
- Must be able to provide transportation for youth, have valid driver’s license, auto insurance and have own vehicle.
- Strong orientation to critical thinking.
- Strong grasp of youth coaching strategies.
- Ability to form collaborative relationships with transition age youth, staff, community members, and stakeholders.
- Strong organizational skills, including time management, the ability to meet deadlines, attention to detail and management of various tasks and duties.
- Willingness to accept and provide coaching.
- The ability to maintain the standards of VOICES and On The Move’s principles and practices.
- On The Move and VOICES are an equal opportunity employer.

**Compensation**

The VOICES Sonoma Alchemy Project Case Manager position is 40 hours/week, 1.0FTE, non-exempt position in person position