On The Move partners with communities and mobilizes emerging leaders to take action in pursuit of social equity.

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Case Manager</th>
<th>Job Category:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiative/Division:</td>
<td>Neighborhood Initiative/ Napa Junction FRC</td>
<td>WC Code/EEO: 8810 / 5</td>
</tr>
<tr>
<td>Location:</td>
<td>American Canyon, Ca</td>
<td>Travel Required: No Travel Required</td>
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<tr>
<td>Level/Salary Range:</td>
<td>$22/hour</td>
<td>Position Type: Part-time/ Non-exempt</td>
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<tr>
<td>HR Contact:</td>
<td></td>
<td>Date Posted:</td>
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</tbody>
</table>

**About On The Move**

On The Move has created and implemented innovative programming that challenges communities and local leaders to push beyond mediocrity and into excellence. Supported by a track record of results-oriented programming and in partnership with the hundreds of established community partners, On The Move works to unite communities and focus on the safety and inclusion of all people. If this inspires you – join the team!

**Benefits:**

- **PTO:** Year 1 = 5 hours, Year 2-3 = 6.67 hours, and Year 3+ = 10 hours per pay period. Please refer to page 4-1 of the OTM Personnel Policies PTO Schedule.

- **16 Paid Holidays:** Please refer to the OTM 2020-21 Calendar to for a schedule of holidays.

- **Business Expenses:** Preapproved, work-related travel, and $60 monthly cell phone reimbursements.

- **Health Benefits:** Full-time employees are eligible to receive health insurance through Kaiser and pre-tax Flexible Spending Account (HSA/Childcare).

- **Retirement:** Employee contributions to a 403b plan are optional. Agency match up to $1,000 after 1st year of employment.

**Applications Accepted By:**

**FAX OR EMAIL:**

707/251-9509 or otmhr@onthemovebayarea.org

**Subject Line:** Open Position

**MAIL:**

On The Move
Attn: Human Resources
780 Lincoln Avenue, Napa CA 94558-5110

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Coordinate, assess and develop a comprehensive case management system
- Arrange financial education workshops, classes and activities for members
- Work with FRC Coordinator to design, implement and coordinate tracking for all case management activities
- Develop and maintain collaborative relationships with key partners and staff
- Develop and maintain strong, trusting relationships with parents and families
- Identify and analyze parent/family problems or needs and make viable recommendations to address them
- Determine appropriate course of action in emergency or stressful situations
- Provide housing, medical and employment application support and referrals
- Translate for FRC and school related activities including classes, workshops, IEPs SSTs etc.
- Communicate effectively with parents/families one-on-one in person and/or over the phone
- Resolve conflicts with parents effectively
- Maintain confidentiality of information
• Compile and interpret data to identify trends and needs in service delivery and develop systems appropriately
• Work with Coordinator to report results and outcomes of these programs to funders
• Participate in supervision meetings, bi-annual performance reviews and FRC Meetings
• Develop an Individual Development Plan
• Maintain on-site presence (7:30am – 4:00pm) on scheduled days to best partner with families at “drop off” and “pick up” times as well as being present for the overall operations and safety of the FRC on a daily basis.
• Support the VITA tax Program as an Advanced tax preparer
• Perform any other duties, as assigned, in support of On the Move, the Family Resource Center and Napa Junction Elementary School

**Interdependent Responsibilities:**

• 50 families will meet at least one of their goals through one-on-one coaching and case management
• 25 clients will receive targeted financial coaching

**Performance Deliverables:**

• Case management to include intake, develop case plans, facilitate bi-weekly meetings and perform final case review.
• Collaborate with FRC Program Coordinator to formalize partnerships with outside agencies and organizations to develop new services for information and referral.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

• At least 2 years experience in case management and/or information and referral services
• Experience working with families from different ethnic, cultural, social and economic backgrounds
• Ability to work collaboratively with diverse groups of people.
• Knowledge of principles and practices of social work including case management
• Knowledge of socio-economic factors affecting independent living and social functions
• Knowledge of function, organization and limitations of public social services
• Ability to organize and prioritize work
• Program development skills and experience
• Ability to develop new ideas, systems and technology, while analyzing and improving on old ones
• Ability to develop innovative ways to solve problems including interpersonal conflict
• Ability to establish and maintain working relationships with service providers, representatives of other organizations and agencies, and colleagues
• Strong communication skills including public speaking
• Understanding of the Napa community including government and non profit agencies serving children,
• families, the elderly and people with disabilities
• Fluency in Spanish, both written and oral
• Capable of completing detailed documentation, paperwork and data entry
• Ability to recognize one’s strengths and weaknesses and engage in ongoing development
• Willingness to learn, grow and adapt

On The Move is an Equal Opportunity Employer and we utilize E-Verify confirm eligibility for employment.