



## CIVICORPS JOB DESCRIPTION

**POSITION TITLE:** Case Counselor

**DEPARTMENT:** Support Services

**REPORTS TO:** Wellness Program Lead

**LOCATION:** Pittsburg and Oakland, CA

**COMPENSATION:** \$70,000 - \$80,000 annually based on experience

Located in West Oakland, with a satellite campus in Pittsburg, CA, Civicorps is a dynamic non-profit that includes two social enterprises. Civicorps' mission is to re-engage young adults, ages 18-26, to earn a high school diploma, gain job skills, pursue college, and embark on family sustaining careers.

Youth at Civicorps have the ambition, talent, and perseverance to succeed; what they deserve is personalized mentoring and support as they develop a plan to achieve their goals. Our participants have experienced failures of multiple systems – the traditional school system, the justice system, and the child welfare system. Against a larger Bay Area backdrop of accelerating income inequality, neighborhood displacement, and food and housing insecurity, Civicorps' programs and support services are more vital than ever.

Through our unique mix of personalized academics, paid job training, trauma-informed support services, and pathways to college and careers, Civicorps helps youth overcome barriers, cultivate their talents, and unleash their potential.

You can learn more about our work by visiting our website: <https://www.cvcorps.org/>

### **POSITION SUMMARY**

Reporting to our Wellness Program Lead and joining a passionate team of youth development staff who are committed to advancing economic and education opportunities for young adults, the Case Counselor is deeply involved in supporting individual youth and creating a culture of caring, growing, and thriving.

This position works directly with Corpsmembers enrolled in the education and job training programs to develop and implement a system of personal and educational support for participants. They also support wrap-around services such as the food program and help with orientations and implementation of the attendance policy.



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### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Individual Service

- Provides clinical case management services to Corpsmembers; Screens and assesses biopsychosocial needs of Corpsmembers using online assessment, implements intervention plan with individual and sometimes families; coordinates referrals to relevant county and community agencies and service providers; and provides follow-up support.
- Counsel Corpsmembers to help implement personal and educational development plans. Provides case management assistance and tracking for any presenting physical, mental, or emotional needs of Corpsmembers.
- Provides Job Holding sessions for Corpsmembers who are struggling to meet program expectations.
- Point of contact, advocate, and liaison with community stakeholders including counselors, group home leaders, Probation Officers, mental health agencies, etc.
- Prepares reports, case summaries and correspondence as required; maintains case histories and work records, including required statistics.

#### Group Facilitation and Team Collaboration

- Works closely with the education program, Conservation Program, and Recycling staff to inspire & facilitate personal growth and maturity for young adults. Provides consultation with other staff, e.g. teachers and job supervisors.
- Assists with facilitating Community Meetings and training workshops.
- Assists with the Annual Health Fair.
- Assists with Orientations for new participants
- Collaborates with Corpsmember program staff to develop and design life skills and other trainings that address Corpsmember issues.
- Facilitates groups that build community and/or create space for growth; e.g. LGBTQ, men's, women's, drug/alcohol, art, mentor meetings.
- Opportunity to assist in running outdoor explorations with young adults for individual and community health

#### Grant Compliance, Tracking, and Implementation

- In conjunction with the Development department, helps to implement and manage programmatic aspects of grants, including file and database management, paperwork and signatures, and various other reporting requirements.
- Maintains records and prepares reports (Corpsmember and program) regarding screening, intervention, and evaluation.



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### MINIMUM QUALIFICATIONS and/or PREFERENCES

- Master's degree in social work preferred or equivalent experience, education and/or training
- Bilingual Spanish speakers encouraged to apply.
- Experience with transitional age youth and/or lived experience.
- Passion for teaching and working with young adults from under-resourced communities, with specific knowledge and understanding of the needs of students from all experiences, languages and backgrounds.
- Class C California Driver License and ability to be placed on company insurance required.
- Computer literate and enthusiasm for integration of technology in the learning environment.

### EMPLOYEE BENEFITS

Civicorps has a culture of caring for each other, personally and professionally. We enjoy a working environment that includes on-going staff activities, numerous health and wellness programs, employee recognition programs, and much more.

Civicorps offers a competitive employee benefits package including:

- Health Plan Options, including mental health care
- Dental and Vision
- Employer Paid Long Term Disability
- Employer Paid Life, Accidental Death/Dismemberment Insurance
- Health and Wellness Activities
- Paid Time Off, with additional paid winter leave
- 403(b) retirement plan with generous company match
- Flexible Spending Account for Health/Child Care
- Professional Development

Civicorps is an equal opportunity employer. We do not discriminate based on race, color, creed, gender, religion, sexual orientation, marital status, gender identity and expression, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, or any other unlawful consideration. We will consider for employment all qualified applicants, including those with a prior record of arrest or conviction, in a manner consistent with the requirements of applicable federal, state and local laws. Assistance and/or reasonable accommodation during the application process are available to individuals upon request.



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### **HIRING PROCESS**

Civicorps actively cultivates an institutional culture that reflects the values of respect, equity, and inclusion that we seek through our work to amplify in the larger world. We welcome all qualified candidates to apply for this position and encourage applications from candidates whose lived experience gives them expertise in serving the communities we work with.

**To apply, please submit a cover letter and resume addressing your qualifications and interest in this position to the attention of HR Manager, at [civicorps.schools@cvcorps.org](mailto:civicorps.schools@cvcorps.org) with the subject line “[your first and last name]: Case Counselor.” No Phone Calls Please.**

We are eager to fill this key position. Applications will be reviewed on a rolling basis, with the goal of having this position filled as soon as possible.

Qualified applicants will be invited to an initial brief screening interview via phone or video. Selected candidates will then be invited to an in-person interview and scheduled for full day job shadowing of a current supervisor with their crew.

A final offer of employment will be contingent upon reference checks, ability to pass state and federal background checks, ability to be placed on company vehicle insurance plan, and a TB test. As a re-entry program, we encourage and will consider for employment qualified applicants with arrest and conviction records.

We appreciate your time and interest in contributing your talents to Civicorps' mission! We wish we could respond personally to all applicants, but only those chosen to interview will be contacted.

**NOTICE: The statements herein are intended to give a broad description of this job function and should not be construed as an exhaustive list of all responsibilities, duties and skills required. Other duties and/or projects may be assigned as needed.**

For More Information:

Visit the Civicorps website: <https://www.cvcorps.org/join-us/job-opportunities/>