



## **CIVICORPS JOB DESCRIPTION**

**POSITION TITLE: Temporary Case Counselor**

**DEPARTMENT: Support Services**

**REPORTS TO: Lead Counselor**

**DIRECT REPORTS: N/A**

**FLSA STATUS: EXEMPT**

**COMPENSATION: \$51,000 - \$74,500**

Located in West Oakland, 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 the unique mix of personalized academics, paid job training, trauma-informed support services, and pathways to college and careers, Civicorps supports youth in overcoming barriers, cultivating their talents, and actualizing their dreams.

### **POSITION SUMMARY**

Reporting to our Lead Counselor (LCSW) and joining a passionate team of counselors and 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.

Temporary Case Counselor  
December 2023



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### **ESSENTIAL FUNCTIONS 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.
- Counsels 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 to other staff, e.g. teachers and job supervisors.
- Assists with facilitating Community Meetings and workshops.
- Co-facilitates 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, mentor meetings.

#### **Grant Compliance, Tracking, and Implementation**

- In conjunction with 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.

### **MINIMUM QUALIFICATIONS and/or PREFERENCES**

- Master's Degree in Social Work preferred or equivalent experience, education and/or training

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December 2023



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- ASW's are welcome and encouraged to apply. Supervision and support for the licensing process will be made available.
- Bilingual Spanish speakers given preference.
- Experience with transitional age youth and/or lived experience.
- Passion for teaching and working with students 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.
- 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 to permanent staff including:

- Health Plan Options, including mental health care
- Dental and Vision
- Employer Paid Long Term Disability
- 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
- Free Parking (close to BART and Jack London Square)

**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.**

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 accommodations 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.”**

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.

A final offer of employment will be contingent upon reference checks, and ability to pass state and federal background checks. 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 the Civicorps’ mission! We wish we could respond personally to all applicants, but only those chosen to interview will be contacted.

For More Information:

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

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