



**KEYS is currently accepting resumes for the position of
KEYS FOR SUCCESS CASE MANAGER**

LOCATION San Bernardino

STATUS Hourly (Non-Exempt) –Full-Time (40 hrs/wk)

THE ORGANIZATION

Founded in 2009, KEYS is a 501(c)(3) nonprofit organization, private-public partnership, dedicated to enhancing access to supportive services for low-income residents in San Bernardino County. KEYS provides an array of services including case management to assist families and individuals in accessing existing resources and services within the County.

POSITION SUMMARY

Under the supervision of the Director of Special Programs, the individual in this position will provide case management services for the Keys for Success (KFS) Program. Case managers are expected to adhere to the highest standard of social service ethics in the performance of their job requirements.

KEY RESPONSIBILITIES

- Verify referred families to identify the need for services and qualifications for KFS program.
- Assess families for strengths and barriers, including employment, mental health, education etc. and refers the participant to appropriate services.
- Conduct an initial intake and assessment (s) with clients once they are identified as eligible program participants.
- Develop and monitor Individualized Service Plan by completing appropriate forms with clients to identify specific actions needed for successful stabilization of program participants.
- Educate participants about budgeting, financial management, including support with filing tax returns, filing for Earned Income Tax Credit, banking and credit repair.
- Assist client in housing search and advocate on their behalf to prospective property management companies to get them placed in safe and adequate housing.
- Coordinate and refer services with other social service agencies to provide mental health, medical, dental care and rehabilitation services. Link client to services in the community for mental health treatment, and physical health as needed.

EXPERIENCE/TRAINING/REQUIREMENTS

Bachelor's degree in social work, human services, counseling or other behavioral science or equivalent. Masters degree in similar fields desired. Demonstrated experience working with populations who are high risk and experiencing homelessness, substance/drug abuse and experience with mental health a strong plus. Minimum of two years 'experience in human services. Ability to provide own transportation with acceptable driving record and auto insurance limits.

BENEFITS

Competitive salary with benefits including: medical, dental, life and vision insurance options for all full-time employees. Employees are eligible for enrollment the first of the month following 30 days of employment. Paid holidays, Vacation and Sick time.

APPLICATION PROCESS

Interested candidates should apply online at: <https://keysnonprofit.recruiterbox.com/jobs/fk0madt>.

SELECTION PROCESS

At the time of filing, applicants must show clearly that they meet the minimum requirements. Based upon information presented in the resume and cover letter, a limited number of candidates with qualifications most representative of the position will be selected for further consideration.

EQUAL OPPORTUNITY EMPLOYER