



## **JOB DESCRIPTION**

**TITLE:** Outreach Case Manager

**STATUS:** Full-Time/Exempt/37.5 hours per week

**IMMEDIATE SUPERVISOR:** Clinical Supervisor ACT/Outpatient Programs

**PROGRAM/DEPARTMENT:** Adult Behavioral Health: Outpatient Program

### **SUMMARY OF POSITION RESPONSIBILITIES:**

Under the direct supervision of the program clinical supervisor, manage a caseload of not more than 30 adults who require short-term or on-going intensive case management services. Outreach to clients in the community whose symptoms/functional impairments hinder their ability to come to the clinic for regular appointments; assist clients in keeping appointments as well as obtaining community resources such as housing and Supplemental Security Insurance (SSI).

### **QUALIFICATIONS:**

1. Master's in a mental health discipline; Ph.D. preferred.
2. Must be license eligible in the State of California.
3. Two years experience in a community mental health setting that serves clients with chronic mental illness/substance abuse; services included case management; community outreach experience preferred.
4. Willingness to outreach to clients in Single Room Occupancy (SRO) hotels, public housing, Residential Care Facility (RCF's), in-patient hospital units, and other community settings; work with individuals who have multiple mental health, substance abuse, and functional difficulties (including poor hygiene).
5. Works well in a busy, fast-paced service setting; ability to work collaboratively/cooperatively within an interdisciplinary team, in a multi-cultural environment.
6. Excellent communication skills.
7. Must have basic computer knowledge of MS office.
8. Bilingual capability preferred.

**APPLICATION PROCESS:** E-mail: [jobs@westside-health.org](mailto:jobs@westside-health.org)  
Reference job id: 082906-OCM-OUTPATIENT

or  
Mail Resume To:  
Human Resources Department  
Westside Community Services  
1153 Oak Street  
San Francisco, CA 94117

Phone: 415-431-9000  
Fax: 415-552-3917

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