



**BOYS & GIRLS CLUBS**  
OF CENTRAL SONOMA COUNTY

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## POSITION DESCRIPTION

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### REACH PROGRAM CASE MANAGER

#### GENERAL FUNCTION:

Under the general supervision of the Director of Intervention and Diversion Services, the Case Manager will deliver Re-Entry services to REACH Program participants by coordinating services between Juvenile Justice Entities and Community Support Services. The Case Manager is responsible for the coordination and execution of Re-Entry plans for 30-45 REACH participants, annually. Re-Entry services include meeting with the REACH members and parent(s) or guardian(s) for a minimum of one calendar year.

**The main work of the position will be to ensure that there is “No Wrong Door” for participants in need of services.**

#### RESPONSIBILITIES:

1. **Outreaches to and assess youth** for readiness, skills, strengths, aptitude and any potential barriers to being academically successful, demonstrating good character, and living a healthy life style.

**Outcome Measurement:** Each participant has a completed intake and assessment process.

2. **Develops an Individual REACH Plan (IRP)** to include goals for growth within the individual, family, school, work, and community components for each participant. Develops and maintains collaborative relationships within the community to support IRPs.

**Outcome Measurement:** Each participant has a completed IRP within 30 days of release.

3. **Conducts intensive case management and, as needed, crisis intervention** including counseling & therapy services, wellness & recovery practices, comprehensive plans for reducing family and environmental stressors and criminogenic behaviors, post release support groups, home and community visits to reduce barriers to participation.

**Outcome Measurement:** Each participant attends weekly meetings and documentation on services provided is accurate, thorough, and timely. Participants are securely housed, employed, and pursuing training and educational goals within 45 days of release.

4. **Prepares reports and recommendations** regarding each participant’s progress, ongoing needs and outcome measures.

**Outcome Measurement:**

5. **Serves as a Role Model to participants** by believing in the ability of every youth to succeed & expressing that belief. Through role modeling and mentorship, creates an environment that facilitates the achievement of Youth Development Outcomes, (Academic Success, Healthy Lifestyles, Good Character.) Always maintains enthusiasm and a positive attitude with youth and within the Club community. Conveys warmth, care & proper guidance in ongoing interactions with participants.

**Outcome Measurement:** Each participant reports a relationship of support with Case Manager.



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**OTHER DUTIES:**

- Abide by the Policy and Procedures of Boys & Girls Clubs of Central Sonoma County and Juvenile Hall.
- Attend weekly staff meetings and other community meetings as required.
- Attend local trainings and workshops in the field.
- Attends staff meetings and other Club sponsored events.
- Abides by Federal and State Laws.
- Must provide quality customer service by meeting and greeting the public, parents, members and outside groups who enter the facility. Must be prepared to provide guided tours and answer questions.
- Wear appropriate staff uniform while working at and/or attending Boys & Girls Clubs of Central Sonoma County functions.
- The work schedule will include regular evening hours to be set by supervisor.
- Performs other duties as assigned.

**SKILLS, EXPERIENCE & TRAINING**

- Person will be of flawless integrity.
- Four-year degree in related field from an accredited college or university.
- Experience working with troubled youth strongly preferred.
- Bi-lingual; Spanish/English Strongly Preferred.
- Group leadership skills, including an understanding of group dynamics.
- Computer skills: Microsoft Office.
- Complete and pass a criminal history and background check which includes but may not be limited to; Fingerprint Clearance, Review of DMV Records, as well as reference checks conducted by both Club staff and Juvenile Hall/Probation Staff.
- Mandatory CPR and First Aid Certifications.
- Mandatory negative TB test.
- Valid State Drivers License.
- Proof of Auto Insurance.