



All Peoples Community Center JOB ANNOUNCEMENT

Date of Announcement:	August 15, 2022
Job Title:	Case Manager
Salary Range:	\$ 21.50 - \$23.50 monthly (DOE) – Full Time
Closing Date:	Position will remain open until filled
Start Date:	Immediately
Program:	FSC - People Project
Send Resume:	Julio Ramos jobs@allpeoplescc.org

All Peoples is an all-encompassing community center providing social services and programs to empower individuals, promote community respect, and encourage self-determination.

All Peoples has been designated as a Family Source Center (Southeast) for the City of Los Angeles. Family Source services include information and referral, intake and assessment, case management, computer literacy, financial literacy, multi-benefit screening and enrollment, individual service strategy development, child care, adult education, employment and training, financial coaching, income tax preparation assistance (VITA), parenting skills, transition to middle and high school workshops, tutoring, arts education, mental health counseling, mentoring and counseling and college corner/workshops (SAT, financial aid and college application preparation).

DUTIES AND RESPONSIBILITIES

- Conduct assessment of referred clients
- Provide case management, referral, and follow-up services as appropriate
- Coordinate with People Project outreach team
- Maintain accurate and up-to-date record of all participant contacts
- Report outcomes in Bit Focus
- Provide crisis intervention to youth and families.
- Prepare and submit all required internal and external reports to the Center and funding sources in a timely manner.
- Other tasks as assigned.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- **Bilingual in English/Spanish** (spoken and written) required
- Ability to work with persons from diverse ethnic groups and various socioeconomic levels.
- Good communication skills (oral, and written)
- Computer Literate - Google Docs
- Bachelors Social Work or Human Services from an accredited college or university or related major
- Ability to work weekends and evenings if required
- Ability to facilitate group workshops
- Must have transportation Valid DL and Insurance

All Peoples Community Center is an equal opportunity employer and adheres to hiring practices *in accordance with Federal and State regulations*

**To apply, send your resume and cover letter, to jobs@allpeoplescc.org
E-mail submission only/No phone inquiries. Responses will be sent only to individuals meeting
the outlined requirements of the position.**