



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

CASE WORKER

DATE POSTED: June 17, 2016

APPLICATION DEADLINE: July 7, 2016

Position no./ Range: 1238/ 40.01

Starting Pay/ Range: \$12.31- \$13.59 p. hr.

Hours of Work: 8:00 am- 5:00 pm

Location: 286 Euclid Ave. Ste. 207, SD, CA 92114

Union Status: Non- Union

Status/ Hours: FT / Non- Exempt

No. of Weeks: 52

Dept. / Program: HIV/ AIDS

Basic Job Assignment:

Under the general supervision of the Program Director, the Case Worker works to meet the emotional and practical support needs of HIV infected individuals in San Diego County and provides referrals and information to clients.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of Challenges and needs of the HIV population; HIV community resources for appropriate referrals; Office protocol and equipment i.e. personal computer, fax machine, copy machine, calculator, etc. The ideal candidate will also have the ability to Write and speak clearly and concisely; understand and follow written and oral communications; effectively present information and respond to questions from groups of managers, clients, customers, and the general public; Use tact and discretion in dealing with clients; Demonstrate enthusiasm and motivate clients; establish and maintain effective working relations with clients and other staff. The candidate must have demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

Qualifications:

- Graduation from High School with a diploma or GED equivalency; **AND**
- A minimum of two years professional or volunteer experience in the field of HIV/AIDS or related field;
- Experience working with culturally diverse, low / no income or clients and unique populations required;
- Bilingual (English/Spanish) preferred but not required;
- TB test required upon hire and must be maintained every four years.

Example of Major Functions:

- Maintains active client caseload each month and participates in case conferences;
- Provides one-on-one emotional support to clients;
- Assists clients to meet the objectives and outcomes for their care plans;
- Maintains monthly contact with each client;
- Maintains strict confidentiality;
- Records client progress notes, progress objectives, and progress outcomes;
- Maintains working knowledge of the HIV service delivery system in San Diego County;
- Provides referrals and information to clients;
- Supports clients in short and long-term goals;
- Conducts hospital and/or home visits when needed;



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APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/emailed to: recruiting@neighborhoodhouse.org.

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

- ***Please submit a DMV H-6 printout with your application.***

NOTE: Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.

BENEFITS:

Eligible employees receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

INTRODUCTORY PERIOD:

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Please note that offers of employment are only valid if they are made by the Human Resources Department