



Opportunities for Youth Clinical Case Management Supervisor Job Description

Location of Job: Oxnard AND Santa Maria (1 position in each city)

Compensation: \$34/hour

Hours of Work: Part-Time at 20 hours/week

Benefits: Health insurance plus Dental and Vision, 5 days Paid Time Off (PTO), 11 holidays, & 2-week winter break (2 holidays are included during this time), 403B retirement plan

Deadline to apply: until position is filled

Duration: until June 30, 2023

How to Apply

- Email your Cover Letter & Resume to Leticia Sandoval, Program Manager, at hr@mixteco.org
- Make sure to 1) let us know which languages you speak, read, and write, and 3) highlight in your Cover Letter or email how your work or life experiences make you the best person for taking on the responsibilities listed above and working with this particular community.
- You will receive an email or phone call ONLY if we decide to schedule an interview or if we have follow up questions.

Organization Description

Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers the indigenous migrant communities of California's Central Coast through improved access to health and community resources, community organizing, language interpretation, education, direct assistance, cultural promotion, and our indigenous-led Radio Indígena community radio station. This position is located at our Oxnard office. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

Program Summary

MICOP's Opportunities for Youth (OFY) program takes a trauma-informed, youth-centered approach to supporting indigenous & non-indigenous Undocumented Unaccompanied Minors living in Ventura & Santa Barbara Counties. A majority of the youth experience trauma due to a number of reasons, including arriving in the US after being forced to leave their home countries, being held in immigrant detention, being separated from their families, the isolation of living in a new country, as well as the pressures of navigating the US immigration system. The need for access to resources, advocacy, and follow up is extensive for both youth and their sponsor.

Clinical Case Management Supervisor Responsibilities

- Coordinates caseload assignments and day to day delivery of case management services
- Provide weekly clinical supervision to Caseworkers and OFY team, including training and feedback on how to best work with OFY families
- Ensure the timely flow of case management activities to meet program goals and objectives;
- Ensure that the OFY team(Caseworkers, Mentors, Navigators) maintain current and accurate confidential case records, which includes intake, assessment, follow-up evaluations, progress reports, consultations and recommendations, etc.
- Interface with outside agencies to support OFY cases, including county agencies, other nonprofits and mental health institutions as needed
- Mediate with Caseworkers & clients to resolve case management issues
- Provide comprehensive case management, including individual and group counseling services and other appropriate supportive services in the absence of the Case Workers
- May conduct employment interviews in accordance with company procedures
- Track referrals
- Attend weekly OFY team meetings
- Other duties as assigned

Clinical Case Manager Requirements:

- Master's degree in psychology, social work, or related field;
- LCSW
- At least three years of experience providing clinical case supervision
- Strong interpersonal and negotiation skills demonstrated by a positive attitude, pleasant, professional and cooperative demeanor
- Ability to maintain confidential records and notes
- Prior experience with casework databases
- At least two years of experience working on a multidisciplinary team;
- Knowledge & experience working with indigenous migrant families
- Knowledge and experience working with Child Protective Services
- Ability to read, write and speak English and Spanish required
- Ability to speak an indigenous language like Mixteco or Zapoteco is also desirable