



### **Position Posting**

**DATE:**

**FROM:** Antoinette Manuel  
Executive Director

**POSITION TITLE:** Case Manager Commercially Sexually Exploited Children (CSEC)  
Bilingual Spanish/English Preferred

**FILING DEADLINE:** Open until filled

**LOCATION:** Roseville/Auburn

### **Position Summary:**

Under the immediate supervision of the KidsFirst Clinical Program Manager, The CSEC Case Manager will work to employ a survivor led CSEC model to help youth leave harmful situations, link high risk and exploited youth to resources in and out of the community, work with education groups to link high risk and exploited youth to preventive education in schools, juvenile justice facilities, and community groups. The CSEC Advocate will provide a coordinated response with the Children System of Care (CSOC) Social Workers according to the CSEC County Protocol. The CSEC Case Manager may work a varied work schedule that could include nights, weekends, holidays. The CSEC Case Manager may be required to respond to various locations throughout Placer County, and possibly complete overnight shifts. Additionally, the CSEC Case Manager will participate in professional trainings for service providers and law enforcement to assist in identification of red flags of exploitation, and work independently and innovatively to link high risk and exploited youth to appropriate supports.

### **Examples of Essential Duties and Responsibilities:**

Duties may include but are not limited to, the following:

### **Program Operations**

Provides direct service to clients in the program areas assigned in accordance with sound professional practices, KidsFirst policies and practices, contract requirements and other local, state, and federal regulatory bodies. Direct services may vary according to site location, agency needs and program assigned, including but not limited to:

1. Respond to child's location, and/or a location of child in need

2. Address youth's immediate needs providing trauma-informed case management services in collaboration with the other members of the client's support team. Services would include, but are not limited to:
  - A. Crisis intervention, including, but not limited to, development and support for safety plans and meeting the youth's immediate emotional and physical health and basic needs
  - B. Support for the youth directly or their support network and/or family
  - C. Advocacy and support for the youth when interfacing with the child welfare system (child welfare workers, placement staff) and other systems, including needs in the realms of medical care, juvenile justice involvement, and schools
  - D. Follow up and linkage of youth to services and supports outside the county if they are not a Placer County resident
  - E. Practical support for youth in engagement and stabilization including (but not limited to) clothing, phones, calling cards, safety/housing vouchers, journals, food supplies, diapers and hygiene supplies, gift cards for food and groceries, and other miscellaneous expenses
  - F. Provide crisis support, including information, basic necessities, identification of, referral to, and coordination of services, including viable safe shelter, primary and reproductive medical care, mental health, legal, and social support, and psycho education on CSEC
3. Utilize a variety of methods to engage the youth to participate in services and interventions
4. Prepare safety plan in collaboration with CSOC, the other members of the youth's support team, the youth, and the youth's family and/or support network to develop a plan to stabilize the youth and provide them with a safe environment to meet their emotional and health needs
5. Collaborate and maintain close communication with CSOC and other partners
6. Participate in both crisis planning meetings and on-going meetings involving the members of the youth's support team in order to respond to the youth's need in a coordinated manner
7. Participate in CSEC case coordination meetings, such as CFTs, when appropriate
8. Provide a written report to the referring Child Welfare Worker of the referral for all case management referrals, to report back on case status and case plan goals. Provide a written report to the last known Child Welfare Worker for all crisis response referrals that are being promoted into case management services after the initial intervention, to report back on case status and case plan goals. Report should be submitted within 30 days of entering case management services
9. Refer to psycho-education/prevention sessions aimed at exploring risk behaviors, human trafficking, and power and control. Youth will be assessed for service needs during these sessions
10. Provide education and training to caregivers and adults who work with CSEC, including community based organizations, FFA, parents, group homes, staff of detention centers, and other related, relevant and involved organizations.
11. Participate in and support prevention activities identified by the CSEC Steering Committee.

12. Participate in trainings to gain knowledge about the Child Welfare System when possible (e.g. Child Welfare 101 and Probation 101)
13. Participate as a member of the multi-disciplinary team during forensic interviews for CSEC youth
14. Meet with victims/families of victims after the forensic interview to provide referrals and resources needed and provide follow-up support as needed for CSEC youth
15. The advocate shall maintain records and complete assessments as required by the MDIC Coordinator; i.e. a Pre/Post Protective Factor Parent Survey and other standard KF CAPC documents
16. The advocate will complete other duties as assigned

**Minimum Qualifications of Education and Experience:**

A combination of experience and training that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

- A. Education: Master's Degree preferred. Bachelor's Degree in Social Work, Psychology, Sociology, Human Services or related field.
- B. Experience: Up to two (2) years of experience in the same field of service. Three years or more experience in lieu of degree.

Able to obtain life-safety and CPR certification after employment.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

1. Fluency in Spanish is preferred.
2. Policies and procedures relative to area of assignment.
3. Techniques, standards, and accepted case management techniques.
4. Standard and accepted interviewing and observation techniques and methods.
5. Delivery of case managed services and multi-disciplinary approach to providing services and support.
6. Community resources available to clients.
7. Standard and accepted English, and as applicable Spanish, usage, spelling, punctuation, grammar, and basic mathematical calculations.
8. Basic health and safety standards-

**Ability to:**

On a continuous basis, know and understand all aspects of the job and observe safety rules, intermittently review work papers, reports, and special projects; identify and problem solve situations involving clients; identify safety hazards; locate equipment and supplies; remember clients' names, understand and explain agency policies and procedures to peers and clients, families and general public.

On a continuous basis, sit at a desk for long periods of time or while driving; intermittently walk, stand, bend, squat or kneel while retrieving or returning files, documents and supplies and making copies; walk, stand, bend, squat, kneel, climb, or twist while conducting classes and visiting with clients; twist to reach equipment around desk, perform simple grasping and fine manipulation; use telephone and write or use

keyboard to communicate through written means; see and hear with sufficient acuity to observe and assess physical condition and living environment of client; and lift moderate weight.

1. Follow all agency, local, state and federal regulations and guidelines.
2. Assess financial, physical, mental and emotional well-being of client.
3. Develop adequate and appropriate goals with clients.
4. Effectively interview individuals who may be stressed or distressed.
5. Relate to clients positively; establish trust and rapport; and display empathy within the bounds of good case management practices.
6. Communicate clearly and concisely orally and in writing.
7. Ability to function as an integral part of an inter-disciplinary team providing services to CSEC youth and CSEC at risk youth and families.
8. Provide effective case management services and learn the community resources available to client population.
9. Assess situations involving designated clients quickly and effectively, determine appropriate course of action and be able to respond effectively.
10. Prepare thorough documentation and maintain accurate and systematic records.
11. Work with various cultural and ethnic groups in a tactful and effective manner.
12. Act quickly and calmly in stressful or emergency situations.
13. Work an assigned work schedule with adjusted schedules as needed to conduct classes, make presentations, or partner with contracted agency in the delivery of service.
14. Use standard office equipment, computers, case management software and Microsoft Office software such as Outlook, Word, and Excel.
15. Establish and maintain effective working relationships with those contacted in the performance of required duties

**SALARY :** Depending on Experience beginning at \$21.24. Overtime may be required depending on assignments and paid at one and half time per hour; Benefits package includes health, dental, vision and life insurance, Wellness Program, Employee Assistance Program, Paid Time Off, Paid Sick Leave, plus 15 paid holidays per year. We also offer a small-match voluntary retirement package after one year and voluntary benefits with Aflac and Legal Shield.

**TO APPLY :** Submit resume and cover letter by email to Human Resources at: [HR@kidsfirstnow.org](mailto:HR@kidsfirstnow.org) no later than November 19, 2021.

**KIDSFIRST IS AN  
EQUAL OPPORTUNITY EMPLOYER SMOKE FREE/DRUG FREE WORK ENVIRONMENT**

\*\*\*\*