MERCED COUNTY COMMUNITY ACTION AGENCY
1235 W. Main St., Merced, CA • (209) 723-4565 • FAX (209) 723-1543
MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds
Board Chairperson

Brenda Callahan-Johnson
Executive Director

JOB DESCRIPTION

ECM Case Manager (On-Site)

HOUSING & SHELTER SERVICES

OVERVIEW: Under the supervision of the Enhance Care Management Manager. This position will require outreach, case management, tenant screening, assessments, and client advocacy. Assisting members who are Medi-Cal eligible. This position will also require the ability to track, document and report data. A higher percentage of this position will be managing the caseload with Medi-Cal members. This is a funded non-exempt position.

ESSENTIAL FUNCTIONS:

- Enhance Care Management for Medi-Cal members;
- Work within the community with in-person interactions and outreach to impact high Medi-Cal users;
- Conduct tenant screening and housing assessment that identifies the member's preferences and barriers related to successful housing placement needs, potential housing transition barriers and identification of housing retention barriers;
- Assist with benefits advocacy, including assistance with obtaining identification and documentation for SSI eligibility and supporting the SSI application process;
- Identify and secure available resources to assist with obtaining permanent housing (work with HUD and Section 8 programs);
- Carry a minimum caseload of 30 Medi-Cal members or more.
- Proficient with data entry, reporting and data analysis; Must meet productivity standards (62%).
- May be asked to assist with other duties that pertain to this position;
- Assist members with strategies to improve health conditions.

EXPERIENCE AND KNOWLEDGE:

Ability to communicate, read, write, and follow oral and written instructions. Relay all communication effectively and professionally to all clients and to our partners within the community.

EDUCATION/CERTIFICATIONS:

Bachelor's degree preferred or equivalent work experience in Social Services, Public Health, or Behavioral Sciences.

LICENSES AND OTHER REQUIREMENTS:

1. Valid California Driver's License. Must have own reliable transportation with proof of vehicle insurance.
2. Ability to work independently and communicate effectively to Management.

PHYSICAL REQUIREMENTS:

Ability to walk frequently. Ability to lift and carry 10-15 pounds on a regular basis. Ability to physically meet the demands of this job.

IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAINTAIN THE REQUIRED

KNOWLEDGE AND ABILITY FOR THE POSITION

SALARY RANGE:

	Step 1	Step 2	Step 3	Step 4	Step 5
70.1	$25.03	$26.29	$27.62	$29.00	$30.46

BENEFITS: Medical (Employer Contribution), Dental & Vision (Paid by employer 100% if Medical is waived), Life Insurance (100% paid by employer), 403B Plan (Employer match up to 7%), and Step Increases of up to 5% after 1 year of employment.

JOB SITE: Merced

HOURS: 40 hours per week (Monday-Friday; 8:00am-5:00pm)

APPLY AT: www.mercedcaa.org (APPLICATION IS A MUST)

DEADLINE: Open until filled

THIS IS NOT A COUNTY POSITION