



# SAMARITAN HOUSE



## NOW HIRING!

## Guaranteed Income Coordinator

### \$30 Hourly Full Time with Full Benefits

### Duties

- Coordinate the operations of the Guaranteed Income Program- Programmatically and Administratively. Deliver excellent client services in the Guaranteed Income Program to include program development, program compliance, case management and file compliance, data entry, reporting, troubleshooting client issues.
- Deliver direct client service including but not limited to the following Case Management services:
  - Maintain minimum caseload of 15-20 households
  - Conduct initial and ongoing client assessments
  - Assist clients with the development, support and achievement of their specific goal plans
  - Maintain regular schedule of client appointments
  - Support client in developing solutions for emergency issues experienced
  - Provide crisis prevention and intervention strategies and solutions as well as long-term case management.
  - Review and monitor progress; act as a liaison/advocate for the client.
  - Provide appropriate client assistance, including but not limited to, forms completion, letter writing, translation services, etc.
  - Coordinate with other agency or community programs in achievement of client goals delivery of service and support

### Qualifications

- Bilingual Bicultural Spanish speaker required.
- Bachelor's Degree in social work, psychology or related field or equivalent work experience.
- Two years direct case management experience understanding principles and procedures of case management work both in practice and administration.
- Two years working with community organizations. Clear understanding of the local community Samaritan House serves and the various services available to populations experiencing economic challenges.
- Engaging and collaborating with external agencies in the provision of client services.
- Two years managing clients experiencing various states of crisis including homelessness, addiction, mental health challenges, victims of violence and trafficking.

Interested candidates for this position will be required to submit a cover letter and resume to:

SAMARITAN HOUSE: VP of Human Resources - 4031 Pacific Blvd, San Mateo, CA 94403

E-mail: [jobs@samaritanhousesanmateo.org](mailto:jobs@samaritanhousesanmateo.org) Via facsimile: (650) 294-4336 Full Copy of Job Description available on website:

<https://samaritanhousesanmateo.org/about-us/careers/>