



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**

**DEI Statement of Intent:**

At Community Action, we commit ourselves fully to the ongoing work of creating a more diverse, equitable, and inclusive community. We enthusiastically embrace the diversity of Customers, communities and employees and seek to do Whatever It Takes to create places where all people feel welcome, equal, heard, and valued. We stand against racial injustice and discrimination of all kinds, including any mistreatment of people based on their race, language, ethnic background, ability, religion, sexual orientation, gender identity, or gender expression. We will make all reasonable accommodations to our policies to be the most inclusive workplace possible. We acknowledge that this is a process and not a destination and will remain committed to regularly evaluate and redefine our Statement and our efforts to make progress.

**SALARY RANGE:**

	Step 1	Step 2	Step 3	Step 4	Step 5
<b>70.1</b>	\$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:** MCCA, 1235 W. Main St., Merced | [www.mercedcaa.org](http://www.mercedcaa.org) (APPLICATION IS A MUST)

**DEADLINE:** Open until filled

**THIS IS NOT A COUNTY POSITION**