



Every one. All ways.

Bilingual Housing Case Manager Position

West Marin Community Services - Bolinas and Point Reyes, California.

Reports: West Marin Community Services Program Director

About Us

West Marin Community Services

For more than 40 years, West Marin Community Services (WMCS) has provided critical support in many forms – supplying food, clothing, household items, childcare, and much more to those in need. Our mission is to support programs and services that ensure the well-being of individuals and families in West Marin. Self-sufficiency, human dignity, social justice, and comunidad are the values that guide our efforts.

Bolinas Community Land Trust

The Bolinas Community Land Trust (BCLT) is committed to long-term, community-driven solutions that address both the housing crisis and infrastructure needs in the Bolinas-Stinson Unified School District. Through a variety of projects and programs, we focus on building and preserving affordable homes, providing safe housing for local families, and fostering a resilient, inclusive community. Each initiative is designed to meet the unique needs of our residents while protecting the character and diversity of Bolinas for future generations. In October 2023, the BCLT opened the Bo-Linda Vista (BLV) Interim Shelter site, where 60 primarily Latinx rural workers and their families currently reside.

Overview

West Marin Community Services seeks a mission-driven Case Manager to create, implement, and deliver housing-focused services to individuals living at the Bo-Linda Vista Interim Shelter experiencing varying degrees of homelessness or at risk of becoming unhoused. Work activities will take place in Bolinas and Point Reyes in West Marin. West Marin is an area experiencing a rapid change from an agricultural to a tourism-based economy, where extreme income and racial inequalities are not only long standing, but also as exacerbated by this rapid shift.

The Bilingual Housing Case Manager is required to engage in close collaboration with members of the Bolinas Community Land Trust, Marin County HHS and other agencies, and is responsible for providing case management to families at Bolinda Vista. Internal and external collaboration is essential to ensure that program participants are connected with all available resources with a focus on housing and positive health outcomes.

Primary Responsibilities

- Design and implement a needs assessment of residents at BLV.
- Regular home visits to monitor client progress and address issues.
- Connecting clients as needed with essential services such as mental health care, substance abuse treatment, and other social supports, including transportation.
- Advocating for clients with service providers and local agencies.
- Maintaining accurate and up-to-date case files, including documentation of services provided
- As needed, helping clients develop life skills, including budgeting, paying bills, and financial planning.
- Other duties as assigned.

Qualifications

This is a professional-level position requiring a high level of responsibility, knowledge, and the ability to coordinate and provide services to clients with complex needs with minimal supervision.

Minimum Qualifications

- High-level fluency in English and Spanish, both written and spoken.
- 5 years of cumulative relevant work experience and/or training in the human services field, with a minimum of 3 years of case management or community based service coordination.
 - Interested candidates should highlight relevant training, certificates and relevant education. Bachelor's and Associate's degrees in psychology, social work or other related fields are considered relevant training.
- Ability to work independently with limited direct supervision.
- Strong communication skills, time management, organization, and attention to detail.
- Familiarity with databases used for case management.
- Problem-solving skills: Think critically and clearly about participant situations to set goals and find solutions.
- Experience working with individuals and families who are homeless or in precarious housing situations.
- Knowledge of trauma informed practices, harm reduction, and Housing First models.
- Must demonstrate good judgment and possess conflict resolution skills.
- Proficient in Microsoft Office, including Word and Excel.
- Valid Class C driver's license and ability to pass a DMV Motor Vehicle Record (MVR) check; personal vehicle for home visits (eligible for mileage reimbursement).

Preferred Qualifications

- Knowledge of Marin County resources and partner agencies.
- Criminal record clearance or exemption from California Department of Social Services. All convictions other than minor traffic violations require an exemption, including convictions that have been expunged.
- Passion for promoting racial, environmental, health, and housing justice.

Additional Desired Qualifications

Familiarity with the principles and practice of trauma-informed care.

- Familiarity with Housing First and Harm Reduction concepts.
- An understanding of whole person services is desirable.
- Understanding of the specific context of West Marin and its community is desirable.

Compensation

Annual Salary: \$75,000 - 85,000 depending on experience

Benefits: paid time off such as accrued sick and vacation time, paid health insurance with California Choice (employer contribution equal to 100% of Kaiser Permanente HMO B plan coverage), 7 paid holidays and 1 floating holiday every 6 months