



## POSITION AVAILABLE

Position Title	Hillcrest Youth Center and Sunburst Youth Housing Project Case Manager
Application Closing Date	Open until filled; interviews begin immediately
Position Start Date	Immediate
Job Hours	Full-Time, Non-Exempt, Some evenings & weekends required
Salary	\$45,000

Serving the lesbian,  
gay, bisexual  
& transgender  
community of  
San Diego County  
since 1972.

### JOB DESCRIPTION

Under the supervision of the Director of Youth Services, the Case Manager performs a variety of duties related to activities, programs, and services housed at the Hillcrest Youth Center as well as service planning, coordination and service delivery for residents of the Sunburst Youth Housing Project (permanent, supportive housing for 18-24 year old clients). Using a client-centered framework, specific duties of the position include services planning, service provision, referrals, group facilitation, case conferences, outreach, and collaboration with other youth service organizations.

The requirements listed below are representative of the knowledge, skills and abilities desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

### QUALIFICATIONS

- 1. Education and/or Experience:** A bachelor's degree with in psychology, social work or social services related field is required. A minimum of one year of experience in case management with LGBT youth, HIV+ youth and youth of color is preferred. A master's degree is preferred. Prior experience working with homeless youth and the foster care and juvenile dependency systems is preferred. Related experience can be substituted for the educational requirement on a year-for-year basis. Prior experience working in the LGBT and HIV communities required, preferably in a non-profit setting.
- 2. Computer/Office Equipment Skills:** Must be comfortable working in PC/Windows-based environments. Must have proficiency with Microsoft Office, particularly Word, Outlook and Excel.
- 3. Other Skills:** Must demonstrate competence in working with a variety of populations. Must have excellent interpersonal communication skills. Ability to manage multiple tasks with shifting priorities. Ability to supervise, direct and lead staff and volunteers of different cultures. Lived experience as a member of a historically under-served community (i.e., low income communities, communities of color, LGBTQ communities, immigrant communities, etc.) preferred.
- 4. Language Skills:** Fluency in English is required. Fluency in Spanish preferred.

**Mailing Address**  
P.O. Box 3357  
San Diego, CA 92163

**Street Address**  
3909 Centre Street  
San Diego, CA 92103

(619) 692-2077  
(619) 260-3092 Fax

**www.thecentersd.org**  
facebook.com/At.The.Center  
Tax ID #: 23-7332048

To apply, send your cover letter, application and resume electronically to:

Danielle Lopez at [dlopez@thecentersd.org](mailto:dlopez@thecentersd.org).

The application can be found online at  
[www.thecentersd.org/pdf/jobs/employment-application.pdf](http://www.thecentersd.org/pdf/jobs/employment-application.pdf).

**Please note:** We are unable to accept any phone or walk-in inquiries for this position. The San Diego LGBT Community Center is an Equal Opportunity Employer.