



MERCED COUNTY COMMUNITY ACTION AGENCY  
1235 W. Main Street, 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)** **PREGNANT & POSTPARTUM SERVICES**

**Overview:** 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. This position is a split between healthcare management and outreach. A higher percentage of this position will be managing the caseload with Medi-Cal members. This position will require 80% case management and 20% outreach. 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 screening and assessment for pregnant and postpartum women that identifies the member's preferences and barriers related to receiving needed healthcare and other services to improve pregnancy outcomes and the health of postpartum women and their infants;
- Assist with benefits advocacy, including assistance with obtaining identification and documentation for SSI eligibility and supporting the SSI application process;
- Carry a caseload of 30 Medi-Cal members or more;
- Proficient with data entry, reporting and data analysis; Must meet productivity standards (62%).
- Assist members with strategies to improve health conditions;
- May need to drive to meet clients where they feel safe, including their home, to do assessments and follow ups;
- May be asked to assist with other duties that pertain to this position.

#### **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**) in Social Services, Public Health, or Behavioral Sciences. Previous work with pregnant or postpartum women preferred but not required.

#### **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.
3. Bilingual in English and Spanish

#### **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:**

<b>70.1</b>	<b>\$25.03</b>	<b>\$26.29</b>	<b>\$27.62</b>	<b>\$29.00</b>	<b>\$30.46</b>
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**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**