



## TAPESTRY FAMILY SERVICES JOB DESCRIPTION

**POSITION:**

**CARE MANAGER I, II and III**

**GENERAL  
DESCRIPTION:**

The Care Manager position assists in skill building interventions and support for youth, transition age youth, and adults as required by each individual's client plan. Care Managers meet with clients under the direction/guidance of the Rehab Supervisor, Rehab Manager or Clinical Director, foster care staff and clinicians to provide therapeutic skill building and trauma-informed interventions as indicated by the treatment plan or needs. This includes teaching skills such as communication, emotion regulation, impulse control, conflict resolution, supporting and reinforcing goals and objectives set by the clinician. The Care Manager role involves regular travel using a vehicle to transport clients to and from appointments and services. In the event a company vehicle is not available staff are expected to utilize their personal vehicles (mileage reimbursement provided). Care Managers adhere to all Medi-Cal regulations, including documentation standards, deadlines and scope of practice for Intensive Care Coordination and In Home Based Services as directed by therapists, social workers and supervisors.

**MINIMUM  
QUALIFICATIONS:**

**Care Manager I:** An individual who has less than two (2) years of FTE experience in a mental health related field providing direct mental health services.

**Care Manager II:** An individual who has a least (2) years but less than four years of FTE experience in a mental health related field providing direct mental health services.

**Care Manager III:** An individual who has at least four (4) years of full-time/equivalent (FTE) experience in a mental health related field providing direct mental health services. Up to two (2) years of the four (4) years of experience can be substituted by years of education in a mental health related field. There is a minimum requirement of two (2) years of actual work experience.

\*Valid Driver's License for a minimum of two (2) years, and DMV driving record meeting agency insurance requirements.

**BENEFITS:**

- 11 Paid holidays
- Birthday holiday
- 401k retirement
- Health, vision and dental insurance offered
- 12 Paid vacation days per year
- 12 Paid sick days per year

**CONDITIONS OF  
EMPLOYMENT:**

Clear background check with DOJ, FBI, CACI, Driver's License, Clean DMV Printout, Current Auto Insurance, required trainings post start date.

**Medical conditions of employment:** Obtain TB Test and Physical at time of offer

**TO APPLY:**

Email Resume to [humanresources@tapestryfs.org](mailto:humanresources@tapestryfs.org)

Care Manager I Hourly Range: \$23.24 to \$25.62
Care Manager II Hourly Range: \$26.90 to \$29.66
Care Manager III Hourly Range: \$29.66 to \$36.05