



HORIZONS UNLIMITED OF SAN FRANCISCO, INC.
POSITION DESCRIPTION AND JOB ANNOUNCEMENT

SUBSTANCE USE DISORDER CASE MANAGER
ROADMAP TO PEACE INITIATIVE, BEHAVIORAL HEALTH DEPARTMENT
Full-time, Union Position

Horizons Unlimited of San Francisco, Inc. (Horizons), established in 1965, is a community-based organization located in the Mission District and offers substance use prevention and early intervention employment/workforce development, mental health and wellness, multimedia arts, and gender-affirming services, to Latine and all youth of color, up to age 24, and their families residing in the Mission District and throughout San Francisco.

Position Title: Substance Use Disorder Case Manager

Reports To: Behavioral Health Program Director

Program Summary: The Roadmap To Peace (RTP) initiative is a collective impact program that advances economic, health and safety outcomes for Latino/a identified, disconnected youth ages 13-24, who are in-risk and/or violence involved. RTP is a collaboration of seven community based service providers and has three interrelated strategies: Healing through a culturally responsive service network, community building activities, and policy reform.

Position Description: The Substance Use Disorder (SUD) Case Manager is responsible for coordinating the SUD prevention and early intervention services within the RTP Initiative and providing service navigation, linkage and advocacy to clients. This role involves receiving referrals, conducting SUD screenings, providing SUD brief intervention services, and facilitating a minimum of six SUD harm reduction workshops annually. The Case Manager connects clients and/or their family members to both on- and off-site services, including employment, education and other resources. They provide ongoing case management to support client access to services, care coordination, and linkage to appropriate providers. This position carries a caseload of up to six youth at any given time and a total of eight youth throughout the year.



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Duties and Responsibilities

- Conduct outreach activities to engage RTP youth in SUD services.
- Network and collaborate with schools, agency staff, probation/parole officers, and other partners to raise awareness of RTP initiatives and expand access to services.
- Conduct SUD screenings to determine client's SUD risks and needs.
- Facilitate SUD Brief Intervention Services.
- Make referrals to partner organizations for clients in need of SUD treatment.
- Develop and facilitate a minimum of six SUD harm reduction workshops annually.
- Conduct client intakes and complete comprehensive case management assessments for all clients entering the caseload.
- Provide case management services to 8 clients per year.
- Facilitate referrals through effective interagency collaboration and networking.
- Maintain ongoing supportive services based on goals identified in the client's case plan.
- Provide care coordination with internal/external partners to ensure wrap around support.
- Provide court advocacy, letters of support and resources to support youth's legal needs.
- Actively participate in RTP-sponsored community activities, including day, evening and weekend trips when appropriate.
- Ensure all client documentation, case files, and service logs are current and compliant with agency and funder requirements, maintaining strict confidentiality.
- Complete all required reports, along with daily data entry and service tracking logs.
- Mandatory participation in the monthly service network meetings, RTP academy sessions and annual townhall and community hosted activities and/or events
- Support agency-wide efforts by participating in 1-2 community-wide and/or agency committees/collectives aligned with program and organizational values.
- Perform other duties as assigned by the Behavioral Health Program Director.



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Experience and Qualification

- Bilingual (Spanish/English).
- Bachelor's Degree in Social Sciences and/or equivalent experience with at least two years of case management experience and SUD services experience.
- Adept in conducting intakes and case plan development and tracking.
- Able to conduct SUD screenings and provide Brief Intervention Services.
- Confident in developing and facilitating SUD harm reduction workshops.
- Must be detail oriented, deadline driven, and able to work independently and take initiative. Knowledge of youth service providers in San Francisco.
- Knowledge of trauma-informed care, clinical interventions and approaches to youth development, behavior modification, restorative justice practices and harm reduction.
- Experience working with youth within the juvenile justice system, adult probation, the "re-entry" population, youth with disabilities, youth with co-occurring disorders, and/or street-affiliated, etc.
- Experience working in partnership with other community agencies.
- Able to maintain confidential, accurate, and complete records including documentation of daily encounters, progress notes, weekly and monthly reports, etc.
- Excellent organizational, communication, written, and verbal skills.
- Ability to work as a member of a team and during non-traditional hours (morning, evenings and weekends).

Job Requirements

- Ability to provide verification of degree(s) and licenses before the start date.
- Must complete all requirements needed to maintain licensure/certification.
- Must be able to clear a TB test before the first day of employment and annually.
- Complete annual recurrent required training.
- This position is under the SEIU 1021 collective bargaining agreement and is subject to enrollment.
- If in recovery, must be clean and sober for a minimum of 2 years.



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Compensation and Benefits

- Full-time, permanent position after successful completion of a 6-month introductory period.
- Eligible for benefits (medical, dental, vision plan, accidental life and AD&D insurance) on the 1st of the month following 1 full month of continuous employment.
- Other benefits include paid vacation, sick leave, generous holidays, and professional development opportunities.
- Position offered as a Case Manager I or II based on certification and/or experience.
- Hourly wages range from \$25.75-\$27.81, depending on qualifications and experience.

Updated:

October 3, 2025

Application Deadline:

Open Until Filled.

Application Process:

Submit a cover letter and resume by email at officeadmin@horizons-sf.org or mail to 440 Potrero Avenue, San Francisco, CA 94110.

Horizons Unlimited of San Francisco, Inc. is an equal opportunity employer, and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. Women and BIPOC Are Encouraged To Apply.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.