Bilingual Case Manager (Full-Time)
Transition House | www.transitionhouse.com
Santa Barbara, CA

About Us

Transition House is a nonprofit organization providing emergency shelter, transitional housing, and supportive services to families with children experiencing homelessness in Santa Barbara.

We are seeking a compassionate, organized, and collaborative Bilingual Case Manager (English/Spanish) to support families as they work toward their individual goals, housing stability, and financial well-being.

We recognize that valuable skills and knowledge come from many sources, including formal education, professional experience, community involvement, and lived experience. We welcome applicants with diverse backgrounds who share our commitment to supporting families with dignity and respect.

Key Responsibilities

- Provide individualized, strengths-based case management services to families experiencing homelessness.
- Work collaboratively with families to identify their needs, establish achievable goals, and develop individualized action plans.
- Support families with budgeting, financial planning, employment resources, and housing applications.
- Connect families with community resources, including healthcare, counseling, education, childcare, and other supportive services.
- Advocate for families and support them in navigating community systems and accessing resources.
- Maintain accurate, timely, and confidential case management documentation.
- Work collaboratively with other case managers, program staff, and community partners to support families.
- Participate in a work schedule that includes some evening hours at the shelter.
- Support a welcoming, inclusive, and respectful environment for families from diverse backgrounds.

Qualifications

Required Qualifications

- Associate degree related field or relevant work experience.
- Fluency in English and Spanish.

- Detail-oriented, with the ability to maintain accurate client records and consistently track program data, including client characteristics and outcomes.
- Strong communication, organizational, and interpersonal skills.
- Ability to work collaboratively with individuals and families from diverse backgrounds.
- Commitment to providing compassionate, culturally responsive, and nonjudgmental services.
- Ability to maintain professional boundaries and confidentiality.
- Relevant education, professional experience, lived experience, or a combination that demonstrates the skills necessary to perform the position's responsibilities.

Preferred Qualifications

- Experience in case management, social services, housing assistance, community outreach, or related fields.
- Familiarity with community resources and social service systems.
- Comfortable using computers and common software programs, with a willingness to learn new systems.
- Knowledge of trauma-informed, strengths-based, and person-centered practices.
- Experience supporting individuals and families facing housing instability, financial hardship, or other systemic barriers.
- Relevant education, training, or certification in social work, human services, psychology, or a related field.
- Demonstrated understanding of the challenges faced by individuals and families experiencing homelessness, housing instability, and financial hardship.

What We Offer

- Competitive Compensation: $52,000–$58,760 annually
- 36-hour workweek, with offices closing at 1:00 PM every Friday
- Comprehensive medical, dental, and vision insurance
- 403(b) retirement plan with organizational match after one year
- Generous vacation and sick leave
- 12 paid holidays annually
- Professional development opportunities
- Supportive, team-oriented work environment

Transition House is an Equal Opportunity Employer and values a diverse and inclusive workplace. We encourage applicants of all backgrounds and experiences to apply.

How To Apply

Interested candidates should submit a resume and cover letter to the Transition House Hiring Team at gwhitefoot@transitionhouse.com
Please include "Bilingual Case Manager" in the subject line.