

SHELTER CASE MANAGER

POSITION SUMMARY:

The Shelter Case Manager is responsible for the on-going assessment, referrals and inner agency communication with and for the clients residing in the shelter. The case manager is expected to be actively involved in clients' needs assessments, providing advocacy for the clients and/or their children when clients are involved in multiple systems.

RESPONSIBILITIES:

- * Develop comprehensive needs assessments and refer to needed services.
- * Provide timely reviews, updates, and revisions to the needs assessment, addressing their changing needs. Monitor and assist progress and maintain compliance with the needs assessment.
- * Maintain charts and ensure all required paperwork is completed for staffing.
- * Provide or coordinate crisis management services that programmatically appropriate.
- * Provide timely outtakes to clients who are leaving shelter services.
- * Supporting and assist other team members for the purpose of providing quality services and program development.
- * Develop and maintain professional contacts with referral sources.

QUALIFICATIONS:

- * Bachelor's degree in Social Work or related field preferred.
- * Experience working in residential settings.
- * A working knowledge of community resources.
- * Proven ability to develop needs assessments and safety plans.
- * Strong ability to work effectively with colleagues within the organization and in the community.
- * Strong verbal and written communication skills.
- * Ability to provide services to clients with diverse social, ethnic, cultural, economic, and religious backgrounds and sexual orientations.
- * A working knowledge of the cycle of domestic violence and the impact on family, community and the individuals being provided services.

SALARY: \$35,000 annually.

BENEFITS: Community Advocates compensation package includes health, life, short & long term disability insurance, employee-paid dental and vision; a 401(k) plan, Flexible Spending Accounts (dependent and medical) and generous paid benefit time.

ADDITIONAL INFORMATION: Must undergo a background check and drug test.

HOW TO APPLY: Submit resume and cover letter to jobs@communityadvocates.net by Friday, 3/01/2019.