

**Milwaukee Women's Center a division of
Community Advocates, Inc.**

Position Description

Position: Shelter Case Manager

Division: Milwaukee Women's Center

Reports to: Shelter Manager

Basic Function:

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.

Knowledge, Skills, and Abilities Required:

- Bachelors degree in Social Work of related field preferred
- At least 4 years of case management experience
- 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, written, and computer 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
- Valid driver's license and reliable vehicle

Job 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 electronic charts and ensure all required paperwork is completed for staffings.
- Provide or coordinate crisis management services that meet the clients' needs
- Provide timely outtakes and safety plans for clients who are leaving shelter services

- Attend community meetings and represent the organization; This includes participation in community meetings that focus on homelessness, domestic violence and other issues concerning clients
- Supporting and assist other team members for the purpose of providing quality services and program development.
- Develop and maintain professional contacts with referral sources
- Salary commensurate with experience

Please email your resume and cover letter to jobs@communityadvocates.net no later than November 20, 2019.