

OPEN POSITION: CASE MANAGER

Looking for a rewarding career helping people? A Case Manager for Vision House's Family Services is needed. Case Managers work directly with families in reducing their housing barriers.

Vision House is a 501 (c) (3) non-profit Christian transitional housing program for homeless men, women and their children. Vision House is committed not only to the families we serve but to our employees as well. As an organization, we encourage a healthy work-life balance because we value you and your family. We believe in Christ-centered integrity, helping and service, achievement, respect and teamwork.

Working for a Christ-centered organization allows you to grow in your faith and be the hands and feet of Jesus. The opportunity to work in Family Services gives you the chance to show God's love to our client families and staff.

Hours: Full Time 40 hours per week, Non-Exempt

Rate of Pay: \$16-\$18 per hour

Benefits: Paid holidays, PTO, vacation, sick leave, medical, dental, vision benefits and retirement plan.

SUMMARY OF POSITION:

The Case Manager provides assessment, advocacy and ongoing case management for families experiencing homelessness. The Case Manager helps families establish and work on short and long term goals to help them stabilize their lives and move toward securing permanent housing.

Duties

- Assist residents with health, employment, educational/vocational and permanent housing goals.
- Provide case management demonstrating a trauma informed, client driven, strength based and team approach in philosophy of care.
- Provide resources and advocacy.
- Help maintain a healthy, alcohol/drug free environment.
- Assist intake coordinator with screening and interviewing of clients.
- Conduct crisis intervention and resource calls.
- Participate in interventions and voluntary/involuntary terminations.
- Update client database tracking system (ETO) and client case notes in a timely manner.
- Maintain contact with agencies that provide Vision House referrals.
- Maintain connections with community resources.
- Participate in weekly supervision and case staffing meetings.
- Participate in regularly scheduled unit inspections.
- Assist with donations and the preparation of units.
- Complete housing authority paperwork and provide reports.
- Help organize and implement community meetings, resident classes and family events.
- Assume other responsibilities as assigned or required.

Qualifications

- Christian commitment: Demonstrated Christian commitment and relationship with Jesus Christ and being active in a local church.
- B.A. Degree in Social Service field, A.A. degree may be combined with exceptional experience.
- Two (2) years of experience working with diverse and/or special needs population.
- Ability and commitment to work with multi-ethnic, culturally diverse population.
- Working knowledge of alcohol/drug addiction and recovery.
- Demonstrate good listening and interactive communication skills.
- Experience in guiding, directing, or teaching people.
- Experience in crisis intervention and resources
- Working knowledge of motivational interviewing and trauma-informed care a plus.
- Personal characteristics: approachable, empathetic, flexible, discerning.
- Computer Skills: Word, Access and Excel.
- Washington State driver's license and reliable transportation.
- Must be able to lift and move 35 pounds.
- Must be willing to work a flexible schedule depending on program needs.
- Ability to work 1-2 evenings a week.
- Ability to pass background check.
- Ability to sign our Statement of Faith.
- Working knowledge of Christ-centered servant leadership.

Knowledge, Skills and Abilities: People Skills, Resolving Conflict, People Management and Integrity Documentation Skills, Analyzing Information , Decision Making, Research Skills, Verbal Communication, Written Communication.

Email resume to Noreen Graham (HR): noreeng@vision-house.org or call 425-228-6356.