

**Case Manager  
Supportive Housing Program**

**Hours: Part Time; Non-exempt position, 30 hours per week**

**Salary Range: \$15.38/hr-\$16.35/hr**

**Location: Warrensburg, MO**

**ESSENTIAL DUTIES, RESPONSIBILITIES AND DESIRED CHARACTERISTICS**

**A. Commitment to Customers**

- Participate in the development and implementation of the case management program.
- Conduct interviews with potential participants.
- Provide ideas for programming specific to educational or process groups for participants.
- Perform intakes that include: required documentation for admission and eligibility, client orientation, rules and program expectations.
- Conduct written assessments on all new adult participants within 72 hours of admission.
- Develop case plan with participant within 2 weeks of intake which includes short and long term goals with objectives and update case plan as needed.
- Provide information, referral and financial assistance as needed.
- Schedule at least 1 hour per week with participants to develop and review objectives within the first six months, then at least monthly throughout participation in the program.
- Coordinate case management efforts with all staff and outside services to meet family and children's needs.
- Conduct life skill and budgeting one-on-one or in groups.
- Develop discharge plan with participants to address permanent housing, economic stability and emotional stability.

**B. Stewardship**

- Maintain a file on each participant that includes the assessment, case plan, and documentation of progress, challenges, accomplishments, discharge plan and documentation of all follow up contact.
- Maintain internal systems of outcome tracking.
- Maintain comprehensive statistical data on all participants, and submit monthly summary of statistics.
- Submit expenditure report forms and vouchers monthly.

**C. Teamwork and Collaboration/Community Networking**

- Develop and maintain a positive supportive relationship with grantor.
- Attend agency, community, supervisory, clinical staffing meetings as requested/needed.
- Maintain working relationships with community agencies to provide comprehensive services for participants and to stay abreast of current trends and resources.
- Provide advocacy services and attend in-service trainings/workshops as needed.
- Perform any other duties that may be requested.

**MINIMUM EDUCATION and/or EXPERIENCE**

Bachelor degree in social work or a related human service field required (i.e. psychology). Prefer at least 2 years case management experience. Must possess great communication (verbal and written) and organizational skills; problem solving and conflict resolution skills; knowledge of computers and software programs; ability to multi-task; and the ability to work with diverse populations.

**FOREIGN LANGUAGE REQUIREMENT**

Not applicable.

**MINIMUM CERTIFICATES, PROFESSIONAL LICENSES, REGISTRATIONS**

Not applicable.

**MINIMUM TRAVEL REQUIREMENTS**

Throughout the state of Missouri.

**IS EMPLOYEE REQUIRED TO TRANSPORT CLIENT IN EMPLOYEE'S CAR?**

YES  NO