Position Available

Case Manager
At
Compassion Ministries
Transitional Shelter for Homeless Single Women
&
Families with Children

Case Manager – Individual with bachelor’s degree in social work or related field. FT Some Evenings and Weekends. Applicants must be able to work with diverse personalities and communicate well with families

Description: The position of Case Manager is designed primarily to provide a resource person for residents to make appropriate case plans based on the individual and/or family needs, which will help them access specific services in the community and reintegrate them into the community.

Responsibilities: The major job responsibilities will include but not be limited to the following areas:

1. Develop, in conjunction with the other team members and residents, an appropriate Service Plan for individuals or families.
2. Routinely reevaluate the Service Plan with the family and the team to determine progress, necessary changes, additions, etc.
3. Gain a thorough knowledge and understanding of the resources available to the homeless population in the community.
4. Intakes.
5. Maintain a case log highlighting the process undertaken with the residents.
6. Maintain case files on computer, generating reports.
7. Be available to speak to community organizations or to provide interviews with the media.
8. Perform other responsibilities as determined by the Executive Director.

Submit letter of interest and resume by June 1st to Executive Director, 1421 Austin, Waco, Texas, 76701 or electronically to jill_mccall@compassionwaco.com.