

Order No.	3479865
Agency Name	Family Abuse Center
Job Title	Lead Case Manager
Job Description (including hours and responsibilities)	FLSA: non-exempt (hourly) Supervised by: Director of Case Management Services GENERAL DESCRIPTION AND PURPOSE: The overall responsibility of the Lead Case Manager is to provide case management services to residential clients; facilitate evening groups; assure the coordination of services with other agencies; assist with the coordination of necessary shelter programs/activities; provide therapeutic interventions as appropriate; and coordinate/ supervise staff. As needed this position also provides coverage to the crisis line, and represents FAC at community events. RESPONSIBILITIES: Provide case management to primary and secondary survivors of domestic violence. Coordinate and implement evening shelter groups. Provide crisis intervention as necessary. Provide support for all other FAC programs. Maintain shelter programming statistics in data base and client files Maintain communication with case management team and other shelter staff. Informally supervise interns and volunteers as necessary. Provide on-call and crisis line coverage as necessary. Supervise other case managers and resident advocates Believe in and act in accordance with the agency's mission statement and goals Write routine reports, correspondence and appropriate case notes. Document all client services as well as community outreach work
Job Location	Waco, Texas
Salary Range	DOQ
Qualifications	<p>QUALIFICATIONS: The qualifications listed below are representative of the education, experience, skill/ability, and licenses/credentials required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Education Master's Degree in Social Work (MSW) required, with a minimum of two years' experience working in case management. Experience 1-2 years' experience in the field of Domestic and/or Sexual Violence preferred, or the same amount of residential services and/or case management experience.</p> <p>Skills/Abilities Strong written and verbal communication skills Demonstrated experience and ease working with a diverse population of clients Ability to handle crisis situations with sensitivity and assertiveness Strong organizational skills including attention to details Demonstrates effectiveness as a member of a team as well as the ability to work independently and to take initiative Flexibility and ability to prioritize job responsibilities Ability to provide and receive peer supervision Ability to maintain personal balance and accomplish multiple tasks that require a variety of skills Demonstrates skills of self-direction Work in basic computer programs such as MS Word & Excel. Bilingual preferred. Licenses/Credentials N/A</p>
Application Contact Name	Melissa Ishio
Phone	254-772-8999
Email	Melissa.Ishio@familyabusecenter.org