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Registration Information

Order No.	3922960
Agency Name	Family Abuse Center
Job Title	Shelter Case Manager
Job Description (including hours and responsibilities)	<p>GENERAL DESCRIPTION AND PURPOSE: The overall responsibility of the Case Manager is to provide case management services to residential program participants; facilitate evening groups; on call responsibilities on evenings and weekends, assure the coordination of services with other agencies; assist with the coordination of necessary shelter programs/activities; and provide therapeutic interventions as appropriate. As needed this position also provides coverage to the crisis line, meal preparation, and complete intakes for incoming shelter residents as needed. RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • 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. • Maintain communication with case management team and other shelter staff. • Informally supervise interns and volunteers as necessary. • Provide crisis line coverage as necessary. • On call evenings, nights and weekends on a rotation with other staff. • Believe in and act in accordance with the agency's mission statement and goals • Experience working with diverse population and groups. • Read and interpret documents such as operating manuals and professional journals. • Write routine reports, correspondence and appropriate case notes. • Document all client services as well as community outreach work. • Available to work at least one weekend and one overnight shift monthly. • Serving some meals, and managing the kitchen in the evening and weekends. • Cleaning as required. • Perform other duties as assigned.
Job Location	Waco
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 • Bachelor's Degree in Human Services field or equivalent experience • Master's Degree in Human Services field preferred Experience • Experience in the field of domestic and/or sexual violence, preferred. • Any equivalent combination of experience and training which provides the required</p>

	<p>knowledge, skills, and abilities. Skills/Abilities • Strong oral and written 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 • Speak effectively before groups of clients. • Ability to maintain accurate data and documentation of client services • Flexibility and ability to prioritize job responsibilities • Ability to provide and receive supervision • Demonstrates effectiveness as a member of a team as well as the ability to work independently • Work in basic computer programs such as MS Word & Excel. • Demonstrates skills of self-direction • Bilingual preferred. Licenses/Credentials • N/A</p>
Link to application web site (if applicable)	https://www.familyabusecenter.org/shelter-case-manager/
Application Contact Name	Whitney Thomas
Phone	2547728999
Email	Whitney.Thomas@familyabusecenter.org
Application will be accepted until (closing date):	Open Until Filled

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