A new job has been submitted.

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## Registration Information

<table>
<thead>
<tr>
<th>Order No.</th>
<th>3922960</th>
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<tbody>
<tr>
<td>Agency Name</td>
<td>Family Abuse Center</td>
</tr>
<tr>
<td>Job Title</td>
<td>Shelter Case Manager</td>
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</tbody>
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**Job Description (including hours and responsibilities)**

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: • 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**

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
**Knowledge, Skills, and 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

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<table>
<thead>
<tr>
<th>Link to application web site (if applicable)</th>
<th><a href="https://www.familyabusecenter.org/shelter-case-manager/">https://www.familyabusecenter.org/shelter-case-manager/</a></th>
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</thead>
<tbody>
<tr>
<td>Application Contact Name</td>
<td>Whitney Thomas</td>
</tr>
<tr>
<td>Phone</td>
<td>2547728999</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:Whitney.Thomas@familyabusecenter.org">Whitney.Thomas@familyabusecenter.org</a></td>
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<tr>
<td>Application will be accepted until (closing date):</td>
<td>Open Until Filled</td>
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