

Job Posting: Case Manager

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Job Summary: A Case Manager provides advocacy, support, and referral information, to identify and build upon strengths and develop strategies to address barriers and concerns identified through the assessment process.

This position is **Full-time 40 hours, Non-exempt**, located in **Renton WA**.

REPORTS TO: Lead Case Manager

Our new Case Manager will enjoy the following pay and benefits:

- \$16-\$20 per hour depending on experience
- Medical, dental, and vision insurance
- Retirement plan with matching employer contribution
- 10 days of vacation
- 11-1/2 days of paid holidays
- Generous sick-leave

A Case Manager's responsibilities are:

- Provide case management demonstrating a trauma informed, client driven, strength based, and team approach in philosophy of care.
- Assist residents with health, employment, educational/vocational and permanent housing goals by checking in with them at least every 21 days.
- Provide resources and advocacy for families, women, men and couples experiencing homelessness.
- Help maintain a healthy, alcohol/drug free environment.
- Assist Entry Supervisor with screening and interviewing of clients.
- Conduct crisis intervention and resource calls.
- Participate in interventions and voluntary/involuntary terminations.
- Update client database tracking system (ETO) and client case notes in a timely manner (within 2 weeks).
- Maintain contact with agencies and with community resources that provide VH referrals for housing and employment.
- Participate in weekly supervision and staff meetings.
- Participate in regularly scheduled apartment inspections.
- Complete housing authority paperwork and provide reports.
- Help organize and implement community meetings, resident classes and family events.
- Assume other responsibilities as assigned or required.

Case Manager candidates should have the following qualifications:

- B.A. Degree in Social Service field, A.A. degree may be combined with exceptional experience.
- Two years of experience must be direct social service or advocacy work, including assessing client needs and/or determining client benefit eligibility
- Working knowledge of alcohol/drug addiction and recovery.

- Demonstrate good listening and interactive communication skills.
- Demonstrate ability to work effectively and flexibly under stressful conditions.
- Demonstrate ability to be consistent and follow-through on case management tasks.
- Demonstrate ability to work with people of diverse socio-economic backgrounds, ethnicities, beliefs, sexual orientation and lifestyle.
- Proven ability to work independently and in a collaborative team environment.
- Experience in guiding, directing, or teaching people crisis intervention and resources.
- Personal characteristics: approachable, empathetic, flexible, discerning.
- Proficient in Word, Access and Excel.
- Washington State driver's license and reliable transportation.
- Must be able to lift and move 35 pounds.
- **Must be willing to work a flexible schedule depending on program needs.**
- **Ability to work 1-2 evenings a week.**
- Ability to pass background check.
- Ability to sign our Statement of Faith.
- Working knowledge of Christ-centered servant leadership.

***Vision House is a Christian service agency
Applicants will have employment eligibility verified with E-Verify.***