

## **Job Posting: Case Manager**

**Apply Today:** <https://visionhouse.org/employment>

**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.

At Vision House we serve a population from a variety of backgrounds. We strongly value diversity and actively seek applicants that will balance our employment workforce to align with the populations we serve. Questions regarding our commitment to Diversity, Equity, and Inclusion can be directed toward HR or our DEI Committee.

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

REPORTS TO: Site Supervisor

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

- \$19-\$21 per hour depending on experience
- Medical, dental, and vision insurance
- Retirement plan with matching employer contribution
- 10 days of vacation (increases with length of service)
- 12 days of paid holidays
- 2 days of PTO (increases with length of service)
- 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.***