



Job Description

CASE MANAGER – Women & Children

Department: Programs	Location:	Date: February 2024
Reports To: Family Center Program Director	FLSA Status / Salary Grade: Non-Exempt	
Full-time <u>X</u>	Part-time ____	Seasonal/Temporary ____
		BFOQ: Christian/Faith-aligned

SUMMARY OF POSITION:

Develop written individual plans for residents that encompass counsel and case management to facilitate growth and development towards a healthy, addiction-free life. Counsel should be Biblically based and address spiritual and physical health, substance abuse and recovery, housing, employment, legal, mental/emotional needs and services, and other as applicable.

DUTIES AND RESPONSIBILITIES

- Schedule appointments and accept walk-ins to conduct intake.
- Maintain a caseload of residents, providing case management and procuring services to facilitate growth and development.
 - Identify and assess resident needs and goals, develop and implement individual care plan, linking with community resources through a referral process, to meet those needs and goals.
 - Maintain current and complete case notes and records for each resident.
 - Complete program reports and submit by deadline for compilation of monthly reports.
 - Network with related service providers within community to access needed services for residents.
 - Work with residents to schedule internal and external meetings and appointments.
- Meet with residents at least once per week and provide Biblically based counsel to stimulate growth, help guide in making decisions, teach problem solving skills, encourage the turning away from destructive behaviors, navigating change, and complete all facets of the program.
- Lead a weekly devotional and Bible study for the women.
- Meet with Program team weekly to discuss residents in order to provide the most excellent and comprehensive service available. Attend and participate in case conferences as requested.
- Consult with outside agencies and individuals as needed; document and modify resident plan accordingly.
- Document and maintain current and complete case notes and records for each resident in compliance with MorningStar standards and program requirements.
- Complete monthly and year-end program statistical information and submit by deadline for compilation of reports.
- Teach classes as assigned aimed at providing information, support and equipping to encourage growth and development. Example of classes or groups include: Bible study, discipleship, relapse prevention, and life skills.
- Periodically conduct checks of residents' belongings and rooms.
- Participate in supervising and coordinating drug and alcohol testing for residents.
- Provide transportation as needed for residents.
- Attend staff meetings and perform other duties as requested.

SKILLS AND QUALIFICATIONS

- A personal relationship and commitment to Jesus Christ that is demonstrated by a lifestyle of obedience to God's Word
- Grounded in the Christian faith as a mature, active member of the body of Christ; good familiarity with God's Word
- Must have a teachable spirit and work well in a team
- Excellent ability to set, hold, model, and honor healthy boundaries

- Strong interpersonal skills, able to listen and guide/counsel according to Biblical principles and individual resident needs
- Good analysis and discernment skills, able to facilitate the identification and resolution of resident issues
- Considerable knowledge of recovery, addiction, trauma, and mental illness
- Strong resource acquisition and coordination abilities
- Good communication skills: written, verbal and instructional
- Ability to handle multiple tasks simultaneously and work in a sometimes unpredictable work environment while achieving program goals and meeting deadlines
- Honest, perceptive, adaptive, objective, and trustworthy
- Organization with regard to people, things, and information, including excellent time management skills
- Computer literate - proficient in word, excel, and internet
- Must have and maintain a valid Illinois driver's license and record acceptable to MSM insurance carrier
- Willing to submit to a fingerprint background clearance process

WORKING CONDITIONS/PHYSICAL FACTORS

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

Work is primarily indoors and requires climbing stairs daily

Contact with street population - *occasionally*

Involves the collection of urine specimens - *occasionally*

Manual dexterity and use – *frequently*

Speak, think, hear – *continuously*

Lift and carry up to approximately 30lbs - *occasionally*

EDUCATION/EXPERIENCE:

Bachelor's degree or equivalent related experience in social work, sociology, addiction recovery, human services or related field required

Christian counseling, Biblical studies training, addiction and recovery counseling, and working with in recovery ministry are desirable.

CAC, LPC, LAC, LCSW, or MSW degree/licensing is a plus

Two+ years prior related experience OR any equivalent combination of education and experience

Faith-Alignment Requirement:

MorningStar Mission Ministries is a privately funded 501 (c)3 non-profit, non-denominational Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel and relieving the physical and spiritual needs of the poor. We consider every position to be essential in the fulfillment of our ministry. As such, each employee (other than temporary or part-time thrift workers) must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in all of the ministry activities of the MorningStar Mission;
- Subscribe to the MorningStar Mission Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the MorningStar Mission Employee Handbook.