

Case Manager Job Description

Reporting to the Executive Director, the Case Manager is responsible for the women and their children in the CIH St. Baghitta program. This position provides case management, community resources, transportation, leads group meetings and general overall support to all the women and their children. Evening hours are required.

SPECIFIC DUTIES INCLUDE:

- Engage women and their children on all CIH related services.
- Provide intensive strength-based, solution-oriented services that may include: assessment of family needs, resources and support systems; development of relationship building; setting achievable goals; crisis intervention; referral and coordination with therapist, medical providers, apartment managers and community organizations.
- Attend trainings related to this position.
- Coordinate services and develop collaborative working relationships with multiple community based and public agencies as well as other case managers.

REQUIREMENTS/ESSENTIAL DUTIES:

- High degree of sensitivity to and respect.
- Knowledge and proven record of dealing with clients who suffer from PTSD.
- High tolerance and respect for individual survival strategies while promoting ever-increasing healthier choices.
- Excellent listening and interpersonal skills and ability to establish rapport with people who may be difficult to engage.
- Comfortable in doing community based work.
- Highly motivated, willing to learn, and able to work independently.
- Strong organization skills, including ability to manage workload and complete paperwork on time.
- Computer literate.
- Possession of a valid California Driver's License, a working vehicle and automobile insurance.