

St. Joseph's Social Care and Thrift Store Case Manager Job Description

Case Manager Job Description

The Case Manager is responsible for social history assessments for all clients. This person is responsible for the assessment and determination of their financial, physical, emotional and spiritual needs.

Our Case Manager is responsible for collaboration with community agencies regarding client needs and proper referrals to various agencies. The Case Manager is also responsible for appropriate program referrals regarding in-house programs and community programs in order to increase skill level and promote self-sufficiency.

The Case Manager should provide services with dignity and confidentiality and assist co-workers, customers and clients without regards to race, color or creed.

Reports to: Executive Director

Statement of Work:

1. Plan, coordinate and provide direct supervision to social work interns.
2. Be responsible for community education, which includes public speaking regarding the issues of hunger, homelessness and emergency need.
3. Promote SJSC services and programs while collaborating with other agencies.
4. Serve on appropriate committees to be part of community solutions and educational opportunities.
5. Follow up with other agencies to assure that assistance commitments have been met.
6. Enter all clients into database with case notes in a timely manner ensuring records are updated.
7. Respect confidentiality in public, community meetings, consultation, and at home.
8. Identify and unmet urgent needs and refer problems and issues to proper resources.
9. Secure and maintain appropriate release of information for each client.
10. Enroll appropriate clients into Forward Movement Program.
11. Complete each client's file and turn paperwork into bookkeeper for payment.
12. Help maintain health standards for display and storage of food.
13. Assist in food pantry.
14. Participate in the design and implementation of short and long-term goals.
15. Give tours of SJSC to donors, volunteers and interns.
16. Meet with TH/PSH families at least weekly (more often if needed) to check progress and to address any concerns that may arise. Be prepared to provide some type of transportation for families to get to appointments.
17. Assist with grant writing.

Minimum Requirements:

- Licensed Social Worker
- Two years of experience working with low income or homeless population.