MARIAN HOUSE

JOB DESCRIPTION: Marian House I Case Manager

Job Title: Transitional Housing (Marian House I) – Case Manager (1.0 F.T.E.)

Reports to Title: Chief Program Officer – Transitional Supportive Housing

Supervises: None

Job Summary: This position is responsible for case management of residents in the transitional supportive housing program for single women. The Case Manager will work directly with residents of the Marian House I program, many of whom have experiences of homelessness, substance abuse, chronic mental illness, incarceration and other forms of trauma. This position is responsible for delivering trauma-informed care as they help the Intake Coordinator with intake interviews, provide supportive services, and resource coordination.

Duties and Responsibilities:

- Assist the Intake Coordinator with interviews
- Coordinate admission and orientation of new residents
- Conduct regular case management sessions with residents to develop a service plan addressing medical, employment, education, legal, budgeting, time management, community life, and housing goals. Update plans and case notes accordingly
- Ensure that residents are assisted with applying for mainstream health benefits and provide advocacy support when interfacing community agencies
- Assist residents with obtaining documents and benefits
- Provide referrals to appropriate agencies and resources based on each resident’s individual needs
- Provide a stable and safe presence in Marian House I
- Provide crisis intervention for residents as needed
- Coordinate resident’s care with other staff team members
- Ensure that residents are adhering to program rules and expectations and provide support to Chief Program Officer with disciplinary actions
- Serve as primary coordinator of housing resources for residents as they transition out of Marian House I
- Maintain accurate clinical documentation
- Serve as on-call staff in rotation with other direct service staff members

Minimum Qualifications:

- Bachelors level degree in social work, psychology or related human services field, with 1-3 years case management or counseling experience.
- Experience working with vulnerable populations
- Demonstrated ability to work within an interdisciplinary team with a holistic approach
- Computer literacy and proficiency in Microsoft applications.
- Mature development of self as a professional with demonstrated knowledge of good work practices and of community resources.
- LBSW or LGSW licensure a plus
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How to apply:

Send cover letter and resume to Psalms Rojas, Chief Administrative Officer at projas@marianhouse.org - No phone calls please.

DEI & Belonging Statement:
We want the best people and we don’t want biases holding us back. We strongly encourage people of every race, color, orientation, age, gender, origin, and ability to apply. Because we value a diverse workplace, we prioritize an inclusive climate absent of discrimination and harassment during the application process and after you join the team.