



Come be part of a wonderful team that is making a difference in the lives of so many. Each day here you will find unique opportunities to walk alongside our guests and provide support as they face homelessness and poverty. Join with us in the vision to see every one of our guests housed and supported.

**POSITION TITLE:** Case Manager

**DEPARTMENT:** Social Services

**REPORTS TO:** Senior Director of Social Services

**POSITION SUMMARY:** Providing support and direction to our guests to reach their goals and obtain housing is the key focus of our social services. Case managers link guests with a broad array of supportive services in the community including housing navigation, benefits enrollment, and behavioral health services. Applicants must possess excellent inter-personal skills and be able to respond to the needs of the homeless and other low-income groups.

**SALARY RANGE:** \$24.00 - \$26.00 per hour, depending on qualifications

**SCHEDULE:** Monday through Friday 8:00 A.M. – 4:30 P.M.

### **POSITION REQUIREMENTS**

**EDUCATION:** Bachelor Degree in Social Services field or equivalent preferred, minimum of an AA degree required.

**EXPERIENCE:** A minimum of two-years of previous experience providing case management services recommended.

**POSITION KNOWLEDGE:** Ability to work with individuals from a variety of backgrounds. Possess a willingness and ability to learn about resources available in the community. Education, training and experience working with clients with substance abuse and/or mental health issues. Bilingual Spanish preferred.

### **PRINCIPAL DUTIES**

1. Complete an initial needs assessment and act upon critical needs appropriately and immediately.
2. Empower guests to become involved in their own planning and goal setting towards stability and self-sufficiency.
3. Assist guests with completing documentation required for various programs for which they may

qualify.

4. Provide referrals to guests of resources available in the community.
5. Provide outreach services to homeless individuals and families in the community.
6. Act as an advocate for our population.
7. Complete necessary reports regarding statistics to meet all requirements of funders.
8. Complete all required documentation to ensure that all agency and funder requirements are met.
9. Work in collaboration within the department and with all other department staff of St. Mary's Dining Room to facilitate a team environment.
10. Do presentations or staff information booths at community events, as needed.
11. Accompany guests to necessary appointments, as needed.
12. Conduct outreach on and off campus to inform others of our services.
13. Keep accurate and updated notes on guest services.
14. Perform other duties as assigned.
15. Embrace our mission statement and work to enrich the lives of the clients we serve.

St. Mary's Dining Room provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

St. Mary's Dining Room follows all applicable Covid-19 guidelines required by the state of California.

*St. Mary's Dining Room's mission is to respond to poverty in San Joaquin County by feeding the hungry, caring for health issues and restoring human dignity.*