

Case Manager



MISSION

The Dwelling Place is a Christ-centered ministry providing healing and hope to victims of domestic abuse through supportive services and a safe, transitional place to call home.

PURPOSE

The Dwelling Place exists to break the generational cycle of abuse by equipping and empowering women and their children through the love of Jesus so they can experience lasting freedom.

JOB SUMMARY:

Reporting to the Women's Program Manager, the **Case Manager** will be responsible for implementing all aspects of the women's program. The Case Manager will provide 1:1 case management for individual residents, monitor resident progress on goals, and offer resources as needed to achieve goals.

RESPONSIBILITIES:

- Provide case management for individual residents and their children.
- Document resident interactions (women and children) to gather detailed information to determine resident's needs and progress.
- Monitor resident progress on goals: review, facilitate completion, offer resources to support.
- Assist in helping residents obtain OFPs if needed.
- Advocate for residents with County Social Services, housing programs, etc.
- Help residents with communication and conflict resolution.
- Support, encourage and educate mothers in parenting skills.
- Attend court proceedings with residents.
- Teach classes or Bible Studies and develop curriculum for future programming.
- Provide transportation to church, grocery stores, or appointments.
- Rotate on-call responsibility for answering crisis cell phone and responding appropriately and promptly to resident emergencies.
- Maintain proper care of the facilities and report maintenance issues promptly.
- Occasional help with childcare
- Other duties as assigned.

EXPECTATIONS:

- Ability to maintain healthy boundaries, to react calmly, and to creatively problem solve to help individual residents grow in needed areas.
- Maintain a positive demeanor as a representative of Christ, providing empathy, encouragement, kindness, hope and love—sometimes expressed in providing firm direction and limit setting.
- Incorporate scripture, the gospel message, prayer and reflections on Godly morals and values as part of daily interactions with residents as appropriate.

QUALIFICATIONS

- Bachelor's Degree in social work or related field, plus one year of related experience
- Associate's Degree plus three years of related experience
- Physical requirements: Lift up to 40 pounds, light cleaning and set up/tear down of events

CLASSIFICATION: Full-Time, Non-Exempt

REPORTS TO: Women's Program Manager

Mailing Address: 940 44th Avenue NE, Unit 21307, Columbia Heights, MN 55421

TRANSFORMING LIVES THROUGH CHRIST'S LOVE.