

Employment Opportunity
Case Manager/Emergency Shelter Manager
People of Color and Bi-lingual individuals encouraged to apply.

Position Overview

This position combines two roles which include 20 hours per week providing case management services including informal and formal assessments, interventions, and evaluation. The Emergency Shelter is 15 hours per week and involves managing the shelter, including hotels as needed in collaboration with case managers, Facilities Manager, and Sexual and Domestic Violence staff.

Essential Job Functions

Case Manager

- Provides services in a trauma-informed approach.
- Responds to inquiries regarding case management
- Assesses client's needs, barriers and strengths using various organizational tools
- Provides interventions based on assessment
- Supports clients in goal setting and obtainment
- Documentation of services provided
- Knowledge of local and regional resources

Emergency Shelter Manager

- Manage the day-to-day activities of the shelter
- Supports clients moving into and out of emergency housing and hotels as needed
- Cleans units when clients move out
- Pack and store any remaining client possessions
- Strip bedding, wash and remake bedding
- Manage, order and stock household supplies
- Supervise maintenance and repairs in coordination with facilities manager
- Supervise and accompany volunteers and other visitors as needed
- Assist clients with Bed Bug prevention at move-in

Skills

- Commitment to the mission of GoochlandCares
- Excellent communication skills
- Ability to make assessments of client circumstances and provide services with a trauma-informed perspective
- Understand that all employees are responsible for volunteer engagement
- Meet deadlines in a timely fashion
- Strong computer skills
- Close attention to detail
- Identify and react professionally, cheerfully, and courteously to situations as they present themselves

Requirements

- Bachelor's degree in social work or other human service profession
- At least two years related experience in a nonprofit setting
- Experience in providing case management services

Physical Requirements

- Ability to lift at least 25 pounds
- Fully vaccinated for COVID-19

Job Details

Full time (35 hours per week) - full benefits
Salary range \$18—\$22 per hour

To apply

Send cover letter and resume to Carol Dunlap at cdunlap@goochlandcares.org

This job posting is not the full job description. GoochlandCares is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, ethnicity, gender, disability, political or religious beliefs.