Case Manager

Reports to Director

Care and Share mission is to provide temporary housing and meals for males, females and families who are homeless; as well as supports to assist them to re-enter the community into their own residence and make referrals to appropriate social service agencies leading to greater self-sufficiency.

Responsibilities:

Conduct intake and detailed assessment of prospective program participants

Conduct on-going periodic assessments of residents needs

Refer residents to appropriate services through linkages developed by program

Support resident activities that promote housing stability

Assist residents overcome barriers to self-sufficiency and becoming document ready

Report and log daily activities and update any essential occurrences

Ensure residents comply with housing program rules and guidelines to uphold a safe and supportive housing environment

Maintain a case load between 15-20 individuals who require immediate housing assistance

Maintain the cleanliness and orderliness of the facility during scheduled work shift.

Update necessary computer and written documentation and statistics.

Assist in the safe evacuation of all persons during an emergency or disaster situation

Attend meetings, trainings, conferences related to fulfilling and elevating a CM's role

This is a full-time position. Days and Hours of work are Monday-Friday. Being on call may be required as job duties demand.
**Required Education and Experience**

Minnesota Licensed Social Worker preferred. Bachelors in Social Work or similar degree required. Previous experience servicing individuals with traumatic, mental health and substance abuse issues is desirable.

We seek an energetic person who can work independently, collaborate with other organizations and be an advocate for our clients to attain housing. Applicant must have the ability to work with a highly diverse adult at-risk population. Should possess great hospitality mannerisms, commitment to program mission, strong documentation skills, knowledge of community resources and service providers in area counties and be able to adhere to all organizational and programmatic policies and procedures. Computer skills required for navigating database programs and MS Word. License and a vehicle are required for visiting clients.

**HOW TO APPLY**

Email resume and letter of application to TAcareandshare@gmail.com or mail to Care and Share 220 East Third Street, Crookston, Minnesota 56716; attention Tom Anderson, 218-207-8356

**Closing Date**

Open until position is filled.