



Job Announcement

Updated 7.29.24

CASE MANAGER I

Two Positions Available

Grace Beyond Borders NWI, Inc. is a 501(c)(3) non-profit Christian ministry that meets the physical and spiritual needs of those impacted by homelessness and addiction. We are seeking a qualified Case Manager I to guide the collaborative process of assessments, life- planning, facilitation, care coordination, evaluation, and advocacy. Success in this role is heavily dependent upon the ability to communicate effectively while simultaneously connecting with available resources to meet the overall health needs of program participants and promote their well-being.

Hourly Rate: \$20 - \$25 (Contract Position)

Essential Functions

- Provide case management to clients. This includes assessments, referrals, advocacy, monitoring treatment plans, goal setting, and participating in restorative action as needed, attending house meetings, collaborating with vocational and pastoral staff, and transportation to/from client appointments.
- Consistently keep precise and up to date case management notes, client records, and program participant files by uploading relevant client information daily. Ensure that appropriate information release forms are signed as needed. Record, upload, and generate reports for the Executive director regarding client outcomes.
- Prepare course materials and facilitate training with a solid understanding of the material presented.
- Maintain knowledge of community resources and productive working relationships with associated agency key staff members, making appropriate referrals when necessary.

Other Duties

- Demonstrate Grace Beyond Borders' values of organizational integrity, organizational unity, and organizational effectiveness in all interactions with program participants and the community at large.
- Attend quarterly All Staff meetings.
- Perform other position-related duties as assigned.

Education, Training & Experience

- Valid Driver's License
- Currently pursuing or possessing a bachelor's degree in human services or related field. Certifications/licenses preferred.
- Two years of experience in a similar or human services related position preferred

Schedule

- Part-time morning hours – Tuesday, Wednesday, and Thursday, up to 20 hours per week with flexible hours.
- Part-time afternoon hours – Monday, Wednesday, and Friday 10am-3pm. Up to 20 hours per week with flexible hours.

READY TO APPLY?

Send your resume to gianaw@gracebeyondborders.org today!