

CASE WORKER

(In Person Position)

Grace Beyond Borders NWI, Inc. is a 501(c)(3) nonprofit Christian ministry dedicated to addressing both the physical and spiritual needs of individuals affected by homelessness and addiction. We are currently seeking a compassionate, organized, and resourceful **Case Worker** who can work closely with clients facing complex challenges including homelessness, mental health concerns, and substance use disorders. This person plays a vital role in connecting clients to resources, supporting their progress towards housing stability, and empowering them to self-sufficiency.

Hourly Rate: \$18 - \$20 (Contract Position)

Essential Functions

- Conduct intake assessments to determine client needs, eligibility, and service priorities.
- Work with clients to develop individualized service and goal setting plans. This will include collaborating with social service organizations, community partners, vocational and pastoral staff to maximize client support.
- Provide ongoing case management, advocacy, and referrals to housing, employment, healthcare, and social services. Regularly contact clients to monitor progress, encourage engagement, and address barriers.
- Maintain accurate client case records by uploading precise notes in a timely manner, upload service plans with associated goals and document progress, record program participation, and upload relevant client documentation. Accurately record outcomes, demographic data, and assistance provided on a daily basis in compliance with organizational and funding requirements.
- Prepare needed materials and knowledge tools to assist clients; facilitate training with a solid understanding of the material being presented.
- Maintain knowledge of community resources and develop productive working relationships with associated agency key staff members by attending workshops, community forums, and information sessions.

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.
- Facilitate resident intake at Women and Children's Mission (WCM).
- Attend weekly case management meetings and quarterly All Staff meetings.
- Transport clients to and/or from appointments utilizing GBB authorized vehicles.
- Assist with outreach activities, including community events and meal distribution.

Education, Training & Experience

- Valid Driver's License
- High school diploma or equivalent
- Preferred qualifications:
 - Two years of experience in a similar or human services related position
 - Knowledge of local housing, health, and social services resources
 - Training in trauma-informed care, motivational interviewing, and de-escalation techniques
 - Fluent Spanish speaking skills

Schedule

- Part-time hours: Monday through Friday 10am-3pm (up to 20 hours per week with flexible hours).

READY TO APPLY?

Send your resume to gianaw@gracebeyondborders.org today!