JOB ANNOUNCEMENT

CASE MANAGER
RED LAKE HOMELESS SHELTER

Open: August 14, 2020 Closing: August 31, 2020 @ 12:00 p.m.

PRIMARY FUNCTION:
The Case Manager will work from 8:00 a.m. to 4:30 p.m. Monday-Friday occasional evening /weekends hours, reports to Executive Director, full-time position with benefits, salary: $ 15.00 hourly.

ESSENTIAL RESPONSIBILITIES AND DUTIES:
- Provide the following essential components of Housing Support case management to shelter residents and other program participants, both at the shelter and in other locations.
  1. Assessment: Work with participants to assess strengths and identify barriers to permanent housing.
  2. Plan development: Develop specific, individualized service plans based on the assessments.
  3. Coordination of services: Connect participants to necessary services; coordinate services and work with other service providers to ensure access, eligibility and follow through by providers and participants.
  4. Monitoring: Conduct an ongoing evaluation of the participants’ progress through the plan, reassessment and adjustments to the plan.
- Provide intake services to applicants, understand and maintain resident/client confidentiality and data privacy standards.
- Create client files including all relevant assessment, plan and evaluation information and update regularly related Housing Support.
- Provide outreach and other services that will require staff travel for case management.
- Understand status as a mandated reporter of child or vulnerable adult maltreatment.
- Build positive informal relationships with residents, teaching functional life skills by example in the areas of home management, parenting, budgeting, etc.
- Participate in staff meetings, in-service training, and other relevant training.
- Refer non-standard situations to Executive Director for final decision.
- Keep updated resource information on local and regional human services, and make these available for all shelter staff.
- Establish and maintain positive networking relationships with other Tribal Program staff and area human service agency staff to facilitate resident/client referrals.
- Attend community meetings as requested by Executive Director.
- Other functions of Homeless Shelter as assigned.

EDUCATION/WORK EXPERIENCE/QUALIFICATIONS:
- Bachelor’s degree in human services related filed or equivalent work experience.
- Effective verbal and written communication skills, basic computer skills.
- Two years’ experience of working with homeless people.
- Knowledge of and experience working with Native American people.
- Must have phone, reliable and insured vehicle, valid Minnesota driver’s license.
- Employment contingent upon successfully passing Pre-Employment Drug/Alcohol Test and Background Check

TO APPLY: Applications and copies of certificates/diplomas are being accepted at the Government Center – Human Resources Department, P.O. Box 546, Red Lake, MN 56671 Phone (218) 679-1847.