

## **Village Community Case Manager Job Description**

**Title:** Village Community Case Manager

**Location:** The Village

**Classification:** Full-time, salaried, exempt

**Salary:** \$47,800 annually

**Schedule:**

- Monday-Friday 8a-4p
- Participation in on-call duties outside of standard working hours to address urgent issues, emergencies, and to provide necessary support is required
- Attendance of mandatory staff meetings and training

**Reports To:** Deputy Director

**Supervises:** None

**Benefits Include:**

- Health, dental, and vision benefits (80% employer paid health coverage; effective the 1st of the month after hire date)
- Basic life/AD&D insurance (100% employer paid)
- Paid Holidays
- Paid time off for illness and vacation (accrued immediately upon hire)
- Employee Assistance Program (100% employer paid)
- Employee referral program (\$50 bonus after 30-days of full-time employment and \$100 bonus after 6-months of full-time employment)

**Educational Requirements:**

- High school diploma or equivalent; associate's or bachelor's degree in social work, psychology, counseling, or related field preferred

**Work Experience Requirements:**

- Minimum of two years of experience in case management or direct service provision, preferably working with individuals experiencing homelessness or mental illness
- Familiarity with community resources and social service systems in the Lawrence area
- Strong interpersonal and communication skills, with the ability to engage diverse populations and build trusting relationships
- Ability to work independently and collaboratively in a team-oriented environment
- Proficiency in Google Workspace and Microsoft Office applications and HMIS
- Valid driver's license and reliable transportation

### **Work Experience Preferred:**



- Experience working in settings with vulnerable adults or marginalized populations which may include individuals that are: experiencing homelessness, economically disadvantaged, racial and/or ethnic minorities, elderly, living with human immunodeficiency virus (HIV), affected by physical disabilities, intellectual/developmental disabilities or other chronic health conditions including severe mental illness and substance use disorders, veterans, and/or identify as LGBTQIA

### **Physical Requirements:**

The physical requirements described below are representative of those that must be met by an LCS employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Physical capability to travel to designated locations, execute tasks such as standing, stooping, bending, reaching, pulling, pushing, lifting, grasping, and climbing in order to carry out basic duties and engage in light maintenance activities
- Proficient operation of a motor vehicle in a safe manner for the purpose of transporting oneself, colleagues, guests, and program supplies as required
- Adequate physical capacity to operate office equipment, involving continuous or repetitive hand/arm movements
- Ability to move, lift, transport, position, install, or remove items with weights of up to 50 pounds to meet the diverse needs of the agency or specific events
- Frequent engagement in stationary positions for extended periods, coupled with the ability to move about and maintain mobility for up to 10 hours per day
- Proficiency in spoken and written English to effectively communicate
- Proficiency in the Spanish language, both orally and in writing, is considered favorable

### **Miscellaneous Requirements:**

- Must be at least 21 years of age
- Must have a valid driver's license and meet LCS' auto insurance requirements.
- Must successfully pass pre-employment background screening

### **Overview:**

The Village Community Case Manager plays a pivotal role in providing comprehensive support to individuals experiencing homelessness in the Lawrence community. Reporting to the Deputy Director, this position focuses on providing general case management services to clients, including assistance with housing, employment, healthcare access, and overall well-being.

## **PRINCIPLE RESPONSIBILITIES:**

### **Case Management and Supportive Services:**

- Provide ongoing case management and support services to clients, including assistance with housing applications, employment resources, and accessing healthcare
- Develop individualized service plans in collaboration with clients, focusing on goals related to housing stability, income support, and overall well-being
- Connect clients to community resources and supportive services, including mental health treatment, substance abuse counseling, and vocational training programs
- Maintain accurate and up-to-date client records, progress notes, and documentation in accordance with program requirements and confidentiality standards

### **Advocacy and Collaboration:**

- Advocate for the rights and needs of individuals experiencing homelessness within the community and with relevant agencies and service providers
- Collaborate with interdisciplinary teams, including case managers, outreach workers, healthcare professionals, and housing advocates, to coordinate services and ensure continuity of care
- Participate in community meetings, task forces, and advocacy efforts aimed at addressing homelessness and improving access to services for vulnerable populations

The Village Community Case Manager will be integral to the mission of the Lawrence Community Shelter, diligently executing assigned tasks to support our organization's success. Understanding the dynamic environment in which we operate and the diverse needs of our clientele, there may be occasions where additional responsibilities are assigned to maintain operational effectiveness and deliver holistic services. Your flexibility, commitment, and eagerness to contribute to various facets of our mission are greatly appreciated and indispensable to fulfilling the diverse demands of this position.

**Equal Employment Opportunity:**

Lawrence Community Shelter shall seek to ensure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.