

## **Case Managers Needed!**

Coordinated Assistance Ministries is in search of part-time case managers with experience working with diverse individuals from all walks of life experiencing homelessness. The successful candidate(s) will operate as a prudent case manager with the goal of empowering participants, demonstrate a positive attitude, great work ethic and the ability to work well in a team environment.

**Weekly Hours:** 10-25 per week

**Pay range:** \$11-\$14 (Commensurate with experience)

### **Main Job Duties and Responsibilities**

- Develop and implement a service plan for residential guests that aligns with their identified goals.
- Provide information and referrals for housing, medical, legal, employment, educational, mental health, substance abuse, financial support and other needs for shelter guests.
- Maintain current/update files.
- Maintain progress notes that indicate actions and activities related to service plan.
- Maintain contact with agencies in the community that can provide services and programs for guests.
- Maintain progress notes that indicate actions and activities related to case plan.
- Follow protocols to ensure the security, and confidentiality of data.
- Handle customer inquiries about shelter program.
- Other duties as assigned.

### **Education and Experience**

- Bachelor's Degree in Human Services or Related Field
- 2-3 years of relevant experience
- Knowledge of appropriate documentation & guest interviewing techniques.
- Computer skills and knowledge of office software packages

### **Key Skills**

- Excellent Communication (written & verbal)
- Problem-solving
- Critical thinking
- Planning and organizing
- Attention to detail
- Initiative
- Teamwork and collaboration

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Coordinated Assistance Ministries (C.A.M.) is a ministry to the homeless and to guests in need. We operate a day shelter, men's shelter, and family shelter. C.A.M. observes federal holidays and is a team-oriented, work environment. Training opportunities are available and the ministry is growing!

**To Apply:** Applications can be found at [www.camhope.org](http://www.camhope.org). You may email your resume **or** completed application to [dennine@camhope.org](mailto:dennine@camhope.org). You may also submit by mail or in person to:

**625 North Union Street Kokomo, IN 46901.**

**Deadline: July 15, 2022**

For more information, call (765)452-8963 and select option 5.