



Position Description

Case Manager Summary

The Case Manager will provide direct clinical services to the residents at Monika's House and Mary Mac House. The Case Manager is responsible for providing all clients with case management and crisis based advocacy. Additionally, the Case Manager will provide resources and referrals to clients, and co-case management and/or coordinate with any other necessary service providers. The Case Manager will also conduct domestic violence support groups on an as needed basis. The Case Manager will develop and maintain relationships with outside community agencies and partners.

Responsibilities:

- Review phone screenings each day with Day Advocate as needed to determine eligibility and fit for confidential shelter.
- Complete placements with new clients as needed.
- Conduct 72-hour assessments with all new clients.
- Conduct Clinical intakes with all new clients.
- Maintain weekly case management with all residents- 1 hr. in length. Some clients require 2 case management sessions a week. Case management will include identifying and assessing progress towards client's goals for self-determination.
- Respond to any crisis as needed and/or available for client check-ins as needed.
- Co-Case manage and/or coordinate with other service providers working with clients in shelter.
- Provide referrals for clients as needed. Provide clients resources as needed.
- Close client files upon exit.
- Conduct Mary Mac House monthly house meetings.
- Develop contacts and community resources in housing, employment and economic empowerment.
- Attend all required meetings both internally and externally.
- Attend Shelter Team Meetings weekly.
- Participate in Housing and Supportive Services Network (HSSN) and homeless sub-committee monthly.
- Other duties as assigned by the Director of Shelter Services.

Qualifications:

- Bilingual in Spanish preferred but not required.
- Bachelors' Degree (or comparable) in Social Services. Similar experience will be considered.
- Individual case-management skills and/or trauma-informed skills for crisis intervention highly preferred.

- Strong oral and written communication skills required.
- Ability to set boundaries and model House rules, including no drug and alcohol use and holding to a routine with clients.
- Experience working with an ethnically, racially, socially and religiously diverse client population.
- Ability to pass a criminal background check.
- Completion of the Mandated 40-hour Domestic Violence Training or ability to complete it.
- CPR/1st aide certified within 90 days of employment.
- Ability to consistently and effectively model appropriate behavior skills and boundaries to both adults and children.
- Experience working with people in crisis situations (previous work or experience with victims of abuse is preferred). Also working with hostile clients.
- Time management skills and ability to work independently and with a team.
- Ability to communicate effectively with co-workers, volunteers, and clients.
- Ability to climb stairs and a hill.
- Ability to lift 20-25 lbs.
- Must have an Oregon Driver License with minimum 3 years of driving experience and a clean driving record.

How to Apply:

Please Submit a cover letter explaining your experience and interest for this position along with your resume to: **Human Resources at hr@dvrc-or.org**. No phone calls please.

The mission of the Domestic Violence Resource Center of Washington County is to educate, support, and empower survivors and their children who are affected by intimate partner violence by offering counseling, advocacy, shelter services, and community outreach.

The Domestic Violence Resource Center is equal opportunity employer.

4/4/17

www.dvrc-or.org
P.O. Box 494, Hillsboro, OR 97123