



We house, feed, and support those in need with compassion and dignity.

### St. Vincent de Paul Louisville – Job Description

Title: **Case Manager**

Reports to: **Associate Director of Housing Case Management**

FLSA Status: **Full-time, Non-Exempt**

EEO Code: **2**

#### **Position Summary:**

SVDP's **Case Manager** is responsible for supporting program components and facilitating services to best address the needs of homeless individuals and/or families in the Agency's various programs. Position involves having knowledge of and experience working with homeless individuals and families, chemical dependency, unemployment, mental illness, community resources and delivery of direct services to individual clients.

#### **Essential Duties and Responsibilities:**

- Provide case management services to assigned clients, including ability to make assessments, prepare individualized service plans and provide appropriate treatment
- Develop and execute client service plans for designated individuals and families including both parent/guardian and children
- Facilitate communication between individuals and families and partner agencies, community service providers, schools, healthcare providers, and government and other related entities to ensure service delivery
- Assist in the management of daily operations of the SVDP Scattered Site housing programs to ensure optimized program service delivery
- Maintain and advance professional knowledge/skills with the guidance of the Associate Director of Housing Case Management in order to drive continuous improvement in program effectiveness as measured by client progress
- Ensure each client is compliant with the case management service plan and program rules
- Provides crisis intervention for clients
- Provide Associate Director of Housing Case Management with assistance in the execution of programs, policies, reports and procedures related to the provision of services to the public
- Assist Associate Director of Housing Case Management in identifying and building community partnerships to optimize effective and efficient delivery of services for each household
- Work with the Associate Director of Housing Case Management to identify opportunities for volunteer involvement
- Collaborate with Associate Director of Housing Case Management in coordinating educational and skill development opportunities/programs for each individuals and family to maximize positive outcomes
- Work cooperatively with all SVDP staff to improve the program and advise the of issues related to and affecting the program
- Other duties as assigned

#### **Knowledge, Skills and Abilities:**

- Knowledge of the principles, philosophies, procedures, techniques and standards to optimize individual, family and youth case management practice
- Ability to maintain accurate, current records and prepare clear and concise reports from them
- Ability to analyze complex social problems and develop effective solutions; problem solve
- Ability to effectively organize complex tasks and execute a project management plan to completion

- Interpret and apply a variety of legal requirements and policy standards
- Demonstrated leadership qualities and project management skills
- Maintain cooperative relations with community groups and other public and private agencies
- Ability to interact effectively and professionally with participants, families and community referral sources
- Excellent organizational, written, and oral skills
- Self-motivated and detail-oriented
- Commitment to the mission and goals of St Vincent de Paul

**Education, Qualifications, Certifications, Trainings, Licenses:**

- Bachelor's degree in Social Work or related Human Services field
- A combination of education, training and experience that results in demonstrated proficiency to perform the work may be substituted
- Relevant work experience with individuals, families and children in a social work environment or related field including individual/family counseling, community organization, education or youth advocacy
- Successfully pass required pre-employment background and drug screening
- Valid Driver's License

**Reporting to this position:** None

**Benefits/Additional Information:**

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP's Section 125 Health and 401(k) Retirement Plans.

St. Vincent de Paul Louisville will conduct a thorough background investigation as part of its application process. Investigations are not limited to, but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening and a comprehensive criminal background and credit check.

**Apply online:** [www.svdplou.org](http://www.svdplou.org)

**Email cover letter and resume to:** [mtull@svdplou.org](mailto:mtull@svdplou.org)

**Apply in person:**

St. Vincent de Paul Louisville  
1015-C South Preston St  
Louisville, KY 40203

**Mail cover letter and resume to:**

St. Vincent de Paul Louisville  
Attn: HR Director  
PO Box 17126  
Louisville, KY 40217-0126

**St. Vincent de Paul Louisville is an Equal Opportunity Employer and absolutely committed to diversity. (M/F/D/V)**