

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

Job Posting

Title: **Case Manager - Men's Shelter**
FLSA Status: **Full-time, Non-Exempt**

Reports to: **Sr. Program Manager**
EEO Code: **2**

Overview:

St Vincent de Paul, Louisville (SVDP) is one of the longest serving social charities in Louisville. Through our homeless shelters, supportive housing programs, professional case management, clinical services, after-school programming, Open Hand Kitchen, Food Pantry, and retail thrift stores, we house, feed, and support those in need with compassion and dignity.

Position Summary:

The Ozanam Inn **Case Manager** (Men's Shelter) is responsible for supporting program components and facilitating services to best address the needs of homeless individuals in the Men's Emergency Overnight Shelter. The position involves having knowledge of and experiences working with homeless individuals, chemical dependency, unemployment, mental illness, community resources, and delivery of direct services to individual clients.

*This position requires some 2nd Shift (Noon-8:00) hours each week.

Essential Duties and Responsibilities:

- Provide case management services to assigned clients, including the ability to make assessments, prepare individualized service plans, and provide appropriate treatment
- Develop and execute client service plans for designated individuals
- Facilitate communication between individuals and partner agencies, community service providers, healthcare providers, and government and other related entities to ensure service delivery
- Assist in the management of daily operations of Ozanam Inn Men's Shelter
- Maintain and advance professional knowledge/skills with the guidance of the Program Manager 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 the Sr. Program Manager with assistance in the execution of programs, policies, reports and procedures related to the provision of services to the public
- Assist the Sr. Program Manager in identifying and building community partnerships to optimize effective and efficient delivery of services for each household
- Work with the Sr. Program Manager to identify opportunities for volunteer involvement
- Collaborate with the Sr. Program Manager in coordinating educational and skill development opportunities/programs for each individual to maximize positive outcomes
- Work cooperatively with all SVDP staff to improve the program and advise the Sr. Program Manager of issues related to and affecting the program
- Responsible for monthly PQI reporting and review utilizing the *Plan, Do, Study, Act* method
- Perform other appropriate duties as assigned

Specific Knowledge, Skills and Abilities:

- Knowledge of the principles, philosophies, procedures, techniques and standards to optimize individual 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, Vision and Values of St. Vincent de Paul Louisville

Education, Qualifications, Certifications, Trainings, Licenses:

- Bachelor’s degree in Social Work or related Human Services field
- Relevant work experience with individuals 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

Physical Demands/Effort/Work Environment:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.***

While performing the duties of this job, the employee is regularly required to operate a motor vehicle, talk and hear. The employee is regularly required to stand, walk, sit, use hands and fingers, and reach with hands and arms.

The job may be performed in areas/neighborhoods that could be considered threatening. Work may occasionally be performed at night, on weekends, and in inclement weather.

The requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the “at-will” doctrine adhered to by SVDP.

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.

SVDP 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 check.

Apply online: www.svdplou.org

Email cover letter and resume to: hr@svdplou.org

In the Subject line, please put Case Manager Men’s Shelter - Overnight

SVDP is proud to be an Equal Employment Opportunity, Affirmative Action employer and absolutely committed to diversity. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.