



309 East Lake Street
Eau Claire, WI 54701

Title: Case Manager

Direct Supervisor: Executive Director

Hours: 40 hours per week. Typically Monday-Friday. Since the shelter is staffed 24 hours a day seven days a week, weekend and evening hours may be required.

Compensation: 15-17 per hour based on experience. Dental and Health insurance. Vacation, personal and sick time. SIMPLE IRA. 7 paid holidays

Responsibilities: Ensuring that families that are homeless or at risk of homelessness are assessed for services including admission to the Beacon House, develop and monitor plans to obtain housing and increase income, refer families to area resources with the goal of families obtaining permanent housing in the shortest time possible.

Duties:

- Take phone calls from those requesting shelter
- Complete Prospective Client sheet
- Determine homeless status and assess for appropriateness for shelter
- Schedule and complete intakes and necessary paperwork
- Develop a case plan with family to obtain permanent housing
- Meet with family several times each week to discuss goals, progress, and needs
- Document progress in case notes
- Maintain files
- Enter required information in ServicePoint
- Update part time staff at the start of their shift
- Complete monthly reports be required deadlines
- Maintain knowledge of HUD regulations related to definition of homelessness and grant requirements
- Participates in weekly staff meetings
- Participates in community meetings
- Participate in outside meetings related to families

Education:

Must possess a bachelor's degree in a related field or equivalent experience

Skills:

Documentation skills, proficient computer skills, able to analyze information, make decisions independently, excellent communication and conflict resolution skills, must adhere to confidentiality policies, and demonstrate exceptional integrity, be flexible, and a team player.

Email cover letter and resume to ecihn@sbcglobal.net or mail to 309 East Lake Street, Eau Claire, WI 54701