

Job Title: Case Management Specialist**Type of Staff:** Part Time**Staff Supervisor:** Women's Center Director**Job Overview:**

The Case Management Specialist has the overall responsibility for the case management of KCRM Women's Center residents. In general, this person is responsible for determining a client's physical, mental, educational, spiritual, and financial condition and reasons for homelessness and to encourage and assist clients to move from homelessness to wholeness through successful completion of the Women's Center program and connection to the appropriate resources. The Case Management Specialist will maintain a working knowledge and connection to community resources and will make those resources available to residents. They will also assist residents in developing elements of their LIFE PLAN that move the resident toward growing in potential, interdependence, and self-reliance through transformative faith, healing, and wholeness.

Job Qualifications:

The Case Management Specialist must conform to KCRM "Qualifications for Employment" and support the KCRM "Statement of Belief" as outlined in the Employee Handbook.

The Case Management Specialist must be able to demonstrate the knowledge and skills necessary to provide the care and resourceful guidance appropriate to KCRM clients. This person must possess the competence to gather and interpret information about the client's physical, social, emotional, and spiritual status. The Case Management Specialist must be familiar with available resources both within and without KCRM and should be competent to provide resources for successful strategies for living. The Case Management Specialist must have excellent organizational and administrative abilities, including experience in documentation and case planning. The Case Management Specialist must be able to work in collaboration as a team player both within the organization and in the community.

It is preferred that the Case Management Specialist have post-secondary course work in social work, ministry, or a related field. A minimum of two years of college combined with supervised experience or continuing education in case management is preferred. Additional training in addictions or addictions certification is a plus. Equivalent substitution may be permitted in the case of deficiencies in experience or education.

If this person is recovering from an addiction or addictive behavior*, sobriety and abstinence for a minimum of two years is necessary.

(*Addictions or addictive behaviors include but are not limited to: alcohol, drugs, gambling, pornography, inappropriate habits or choices and essentially any dependency inconsistent with Biblical standards.)

Duties and Responsibilities:

- A. The Case Management Specialist primarily works with KCRM Women's Center residents and potential admission, including screening for potential intakes.

- B. The Case Management Specialist addresses the client's needs with relation to spiritual condition, homelessness, employment, educational and recovery issues by performing the functions of case management:
1. **Assessing** the client's situation to discover the reason(s) behind client homelessness, appropriateness for case management services, and client barriers and needs
 2. **Case Planning**, with the client, a written strategy with interventions to address needs through KCRM resources or other agencies, individuals or organizations
 3. **Linking** the client to KCRM and community services to meet the objectives of the case plan
 4. **Monitoring** client progress with the case plan, holding them accountable to work toward resolution of barriers and meet the goals of the case plan
- C. The Case Management Specialist attends KCRM Women's Center weekly Resource Team meeting and appraises T.H.E. Resource Team with regard to client issues and progress.
- D. The Case Management Specialist assists with resident intake process and documentation, including internal audit for client file requirements (i.e., FHLB compliance or other quality assurance measures).
- E. The Case Management Specialist is expected to be responsible for his/her own spiritual and professional growth and development. Kansas City Rescue Mission will provide assistance with continuing education and outside training as time and budget allow.