



Mary's Mantle Job Opening

Position Title: Case Manager

Status: FT (Hourly), 35 Hours per week

Shift: M-F Day shift

About Mary's Mantle

Mary's Mantle is a residential program rooted in the Catholic faith. The home is designed to accommodate four expectant mothers at a time who are at least eighteen years old, regardless of their religious affiliation. Mary's Mantle is a safe haven where expectant mothers can fully realize their potential as daughters of a loving God.

Summary

The Case Manager will be responsible for case management for Mary's Mantle clients in the residential program. The Case Manager's primary responsibility is to assist the women to move toward achieving their goals.

Responsibilities (Include but are not limited to):

- Manage cases of clients living in the Mary's Mantle residential program.
- Compete weekly goal meetings with each client on caseload.
- Work with the Mary's Mantle Spiritual Coordinator to help the clients set and achieve spiritual goals.
- Refer clients to appropriate community services.
- Serve as liaison between Mary's Mantle and outside agencies providing services to residents, including other pro-life programs.
- Prepare written case reports for all cases on case load.
- Assist with staff coverage at the Mary's Mantle residence, as needed.
- Provide transportation to clients in program to needed appointments, school and work, as needed.

Other:

- Attend regularly scheduled staff meetings
- Other duties as required

Physical Requirements: Normal business, residential, and community environment, ability to operate keyboard, ability to communicate verbally and in writing. Use of personal cell phone for communication with clients.

Education, skills and experience:

- Bachelor's degree in social work, human services or related field.
- Previous experience in human services, preferred.

- Excellent judgment and crisis intervention skills.
- Reliable transportation.

Interested applicants should send cover letter and resume to Katie Montes at katie.montes@marysmantle.net. Please highlight in cover letter why you are interested in working in a Catholic Maternity home as Case Manager.