



## Mary's Mantle Job Opening

**Position Title:** Case Manager

**Status:** Full Time (Hourly), 38-40 hours per week

### 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):

- Engage and build rapport with residents living at Mary's Mantle.
- Manage cases, including goal setting and achievement, of residents living in the Mary's Mantle residential program.
- Compete weekly goal meetings with each client on caseload.
- Refer clients to appropriate community services.
- Advocate for residents within Mary's Mantle and in community.
- 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, including non-traditional (weekend and evening hours)
- 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 case management experience, preferred.
- Excellent judgment and crisis intervention skills.
- Reliable transportation.
- Valid driver's license

Interested applicants should send resume and cover letter to Katie Montes at [katie.montes@marysmantle.net](mailto:katie.montes@marysmantle.net).

