Qualifications:  B.A. or B.S.W. or higher degree, preferably in social services
Case management experience required
At least one year management experience preferred
Group facilitation experience preferred
Knowledgeable in issues related to homelessness and personal financial planning
Excellent written and verbal communication skills
Ability to apply critical thinking
Ability to work independently
Detail oriented
Strong problem solving skills
Good organizational and time management skills
Some evenings and Saturday hours required; flexibility in scheduling a must

Reports to:  Sanctuary Program Manager

Responsibilities:

1. Complete 40 Hour Domestic Violence Training.
3. Collaborate with participants, Sanctuary staff, and Program Manager to ensure participant and program success.
4. Advise referral sources and prospective participants on admission criteria and process.
5. Interview and assess prospective participants.
6. Complete intake/application process for prospective Sanctuary participants.
7. Collaborate with Program Manager and Sanctuary staff to determine eligibility of prospective participants.
8. Complete orientation with new participants within 72 hours of admission.
9. Meet with new participants to ascertain their educational level, employment skills, and career interests.
10. Develop Individual Service Plan (ISP) with new participants within a week of admission.
11. Work with participants concerning education, employment, housing, and personal finance goals.
12. Participate in monthly participant team meeting.
13. Develop content of Sanctuary class curricula under the direction of the Program Manager.
14. Facilitate and oversee Sanctuary classes.
15. Advocate on behalf of participants and their children with health care systems, state funded programs, primary and secondary educational institutions, etc.
16. Enter and maintain HMIS data on participants.
17. Provide Program Manager with monthly data for all funding sources.
18. Provide after-hours crisis intervention services.
19. Participate in quarterly resident clean-up days.
20. Follow up with program graduates at least monthly for six months from their program exit.
21. Maintain professional relationship with other social service providers.
22. Meet with Program Manager for case supervision.
23. Complete and submit required case documentation to the Program Manager as required by supervisor.
24. Complete and submit weekly employment-related paperwork.
25. Assist with collection of donations as needed.
26. Assist with fundraising efforts and special projects as assigned.
27. Attend required Sanctuary staff meetings.
28. Attend mandatory SSFS All-Staff meetings.
29. Work with other SSFS and Sanctuary staff to maintain open communication and develop a team approach.
30. Other duties as assigned.

TO APPLY, CONTACT CAROLYN A. ZAKEM, HUMAN RESOURCES COORDINATOR, AT 708-798-7737, EXT. 235 OR E-MAIL cazakem@ssfs1.org BY FRIDAY, SEPTEMBER 18, 2015.