



## Case Manager Job Description

### Opportunity House

The mission of Opportunity House is to create a St. Louis where all young people have access to safe and stable housing. Through culturally fluent, social justice-oriented housing and support services, Opportunity House creates a safe and compassionate environment that honors the identities and dignity of all individuals. This creates the safety and security necessary for healing, learning, and life-long stability and success.

### Values

*Accountability.* We all make mistakes. We honor these mistakes as opportunities for growth.

*Collaboration.* We can't do this alone. Proactively engaging the community is necessary for ensuring the success of all young people.

*Commitment.* We must continue. The work at times seems daunting but our young people deserve every opportunity to achieve their goals.

### Statement of Inclusion

Opportunity House seeks to create and maintain a comfortable and inclusive workplace by maintaining an environment that is free from all forms of harassment, discrimination, or other improper conduct. Opportunity House will not allow any form of harassment, discrimination, or other improper conduct that has the purpose or effect of interfering with an individual's overall safety, wellbeing, and/or ability to perform their job duties. While Opportunity House respects the personal beliefs of all employees, interns, contractors and volunteers, individuals who access services, vendors, and other business entities with whom Opportunity House contracts for services, these personal beliefs are prohibited from impacting the actual or perceived safety and inclusion of all those with whom Opportunity House engages.

### Duties & Responsibilities

- Complete client interviews, intakes, service plans, and administer appropriate assessments
- Identify, refer, and connect Residents to appropriate community resources
- Support Residents in developing necessary life skills
- Develop relationships with community partners to foster an effective coordination of services
- Serve as the liaison among providers involved in the care of each Resident
- Utilize trauma informed, strength-based, harm reduction and housing first philosophies in all interactions with Residents
- Attend regularly scheduled meetings with Executive Director
- Assist with data assessment and evaluation
- Complete specified documentation in an accurate and timely manner and in compliance with established organization protocol and productivity standards
- Actively participate and engage in community meetings and professional development

## **Experience**

### **Required**

- Previous experience providing case management to adolescents and/or young adults or equivalent experience
- Understanding of trauma informed, harm reduction, strengths-based, and housing first practices

## **Education Requirements**

### **Required**

- High school diploma or equivalent

### **Preferred**

- Bachelor's degree in social work or a related field

## **Compensation and Benefits**

### **Compensation**

- \$35/hour for 10 to 12 hours a week

### **Benefits**

- Flexible work schedule

## **Additional Qualifications**

- While candidates must complete a background investigation, Opportunity House will consider candidates with criminal histories
- Candidates must have legal authorization to work in the United States. Opportunity House does not sponsor work authorization

