Seton House

Join Our Team!

Life Steps Case Manager

Status: Full Time 40 hours per week

Submissions must be received by: December 31, 2019

Seton House is a self-sufficiency program for single-parent families experiencing homelessness. Our mission is to support single-parent families in their journey towards self-sufficiency. We provide tools, support, and caring connections so that families, individuals, and children can have the opportunity for positive growth.

Core Values:
We are open and affirming.
We offer safety both environmentally & emotionally.
We offer informed guidance & support.
We are accountable.
We move forward together.

Primary Responsibilities:

- Advocate for participants who are or have experienced trauma and homelessness.
- Develop and maintain collaborative relationships with Seton House staff, outside agencies, and schools as necessary to provide services.
- Establish professional, caring, strength-based relationships built on truth, respect, encouragement, and trust with participants.
- Accomplishes participant care by completing initial intake, comprehensive needs assessment to develop a case plan including short- and long-term goals, objectives with timelines. Provides on-going support and encouragement.
- Navigate and work collaboratively with community resources implementing best practice solutions for participants experiencing homelessness.

Qualifications

- Baccalaureate Degree in Social Work or closely related field.
- 2 years of case management or other support services for families with children in homeless services or community support setting.
- Effective oral, written, and electronic skills.

To Apply:

Email a letter of interest*, resume, two professional references (name, phone number, and email address) to: Kelsey Phillips, Executive Director at kelsey.phillips@setonhousecasper.org

**In your letter of interest, please explain why this position is of interest to you; how you imagine you will approach the position; and what makes you suited to join our team. Please be sure to include a description of the direct experience you have with assisting families who have low-income and are experiencing homelessness.*