

## ***Case Manager***

***If you are interested in working for an organization that makes an amazing impact in the lives of women and children in the Wilson community then this is the position for you.***

Wesley Shelter Inc. is the domestic violence and sexual assault response agency in Wilson County. Wesley Shelter has been serving the Wilson community through its many programs since 1983. The services that Wesley Shelter provides the community include Domestic and Sexual Violence Response, Services for Homeless Women and Children, The Edward Y.C. Throne Safe House, 24 Hour Crisis Line, Women's Center, Children's Programs, Hispanic Outreach Services, Counseling, Legal Services, The Clothes Line and so much more.

**Wesley Shelter is currently looking for the ideal candidate to serve as the Case Manager for the Edward Y.C. Throne Safe House.**

### **The responsibilities of the Case Manager include:**

- Work with victims of Domestic Violence and Sexual Assault determining, needs, developing, monitoring and evaluating goals and safety plans.
- Assist with new intake; determining needs while in the safe house ensuring proper referrals for both in-house and community resources.
- Establish routine service delivery by setting schedules, coordinating services being provided, arranging resources, which can include transportation and escort, as needed.
- Monitor cases by verifying clients' attendance; advocating for needed services and entitlements; obtaining additional resources; assistance with long-term independent housing and employment, intervening in crises and providing professional support.
- Maintain client records by timely completing all case notes and documents and logging events and progress.
- Communicate clients' progress by conducting weekly case management sessions.
- Present each client on a weekly basis at our Case Meetings by providing concise information on each client and the progressive steps that are being taken to safely and successfully move the client into safe independent living.
- Prepare the client for safe discharge by reviewing and amplifying discharge and safety plans; coordinate safety, discharge and post-discharge requirements, if any; orienting and training family members, if needed; providing additional communal resources, if requested.
- Prepare Monthly Service Summary Reports

### **The qualifications for the ideal candidate include:**

- High School Diploma or completed GED.
- Bachelor's degree in Social Work or related Human Service field, required.

- Master's degree in Social Work or Human Services, preferred.
- Three plus years of client-centered service experience, preferably in social work, or in human services.
- Working knowledge of Trauma and Trauma-Informed Care.
- Professional experience supporting individuals with histories of trauma such as domestic violence, sexual assault, human trafficking, and mental illnesses is highly preferred.
- Must have a valid in-state driver's license.
- Excellent computer skills.
- Excellent Time Management Skills and Detailed Oriented.
- Think and work independently.
- Skilled in documenting and analyzing information.
- Knowledgeable of Wilson, NC community resources and processes.
- Excellent written and verbal communication
- The ability to work some evenings, as needed.
- Bi-lingual in English and Spanish, preferred.
- This is position reports to the Associate Director.
- This is a part-time flexible 25 to 30 hour a week position.

Please provide an updated resume and cover-letter outlining your relevant experience. All resumes and cover-letters should be sent as a word document or PDF. Please email your resume and cover-letter to Associate Director Cherie Lindsay-Chapman at [clindsaychapman@wesleyshelter.org](mailto:clindsaychapman@wesleyshelter.org).

Please no phone calls.