

Good News Rescue Mission Job Description

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Position Title: Men's Recovery Program Case Manager – Full Time or Part Time

Ministry Department: Men's Recovery Program

Reports To: Manager of Men's Recovery Program

FSLA Status: Hourly, Non-Exempt

Status: Full-Time and Part-Time Positions Available

DESCRIPTION:

The Case Manager is responsible for the individual care and management of the assigned caseload. This position oversees progress and phase advancement for the client by assessing motivation, sincerity, and completion of program requirements. The Case Manager will be responsible for assigning scheduling program duties as well as monitoring their completion. The Case Manager is to be an encourager, affirmer, and one who liberally gives praise to the students for their phase work progress and maturing in the Lord.

RESPONSIBILITIES:

- Supervise the students' progress through the phases towards graduation.
- Facilitate one-on-one weekly counseling with each member of your caseload.
- Use the Genesis process to Counsel students with regard to issues that affect their recovery from drugs and/or alcohol.
- Preparation and facilitation of Recovery, Discipleship, and Life Skills Groups..
- Have a working knowledge of the Recovery Program, relapse prevention, long-term recovery, phase requirements, and guidelines and practices.
- Perform drug testing and provide transportation as needed
- Clerical duties, correspondence as assigned by Manager.
- Maintain proper and timely documentation
- Maintain strict confidentiality of all students' information.
- Be comfortable and professional at working directly with outside agencies, i.e. Parole, Probation, C.P.S., and Early Childhood Services.
- Write letters on behalf of program students.
- Supervise medication maintenance of students.
- Coordinating resident student reviews and assisting in creating individual recovery plans.
- Assisting the Director and/or Manager of Men's Recovery Program with interviewing prospective students.
- Team player focused on the overall success of students and the Good News Rescue Mission organization.
- Study and read to be knowledgeable in the field of addiction recovery.
- Attend supervision, case conferencing meetings, and other staff meetings as assigned.
- Other duties as assigned.

Good News Rescue Mission

Job Description

MINIMUM JOB REQUIREMENTS:

- Must have a committed personal relationship with Jesus Christ and belong to a Christian body of believers.
- Agrees with and can sign the Good News Rescue Missions statement of Christian faith and be able to share that faith and knowledge with staff and clients.
- Demonstrates appropriate behaviors and character traits of a Christian.
- Associate's Degree in Human Development, Addiction Studies, or related field, or equivalent field experience.
- Two years of minimum experience working with recovering individuals.
- Be willing to attend the one-week Genesis training.
- Special consideration will be given to applicants who are CAARR certified at the time of hire.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Team player focused on the overall success of the organization.
- Ability to encourage and set a positive tone in the recovery center.
- Ability to foster a cooperative work environment.
- Ability to supervise/ train volunteers and staff to include organizing, prioritizing, and scheduling work assignments.
- Knowledge of computerized information systems used in the recovery program, i.e. case management software and Microsoft Office suite.
- Able to support the Good News Rescue Missions statement of Christian faith and share that faith and knowledge with staff and clients.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Pleasant working environment; may be exposed to cold occasionally.

The noise level in the work environment is usually moderate. Employee may come into contact with irate and irrational clients who may or may not be under the influence of mind-altering substances such as cocaine, marijuana, alcohol, etc., or be mentally or physically disabled.

Employee may be regularly exposed to some risk of communicable disease from guests of the facility, exposure to TB, and other respiratory diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Good News Rescue Mission

Job Description

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, talk, and hear. The employee is occasionally required to stand and regularly required to sit, and manual dexterity is necessary in using a computer keyboard. The employee is required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds upstairs. Specific vision abilities required by this job include distance vision, color vision, depth perception, and peripheral vision. The employee is required to have close visual acuity to perform an activity such as viewing a computer terminal.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PRE-EMPLOYMENT SCREENING

- Drug test
- Clean DMV
- Must be insurable through GNRM's auto insurance provider