



**Job Title:** Case Manager

**Reports to:** April Ban, Clinical Director

**Mission:**

Women of Worth is a Christ-centered transitional home that provides healing through day-to-day structure and support for women re-entering society from incarceration or from the negative effects of drug and alcohol addiction.

**Summary:**

The Case Manager position is a full time role and is responsible for providing support to residents as they progress through the program. Case Manager meets with residents weekly to get updates and ensure recovery goals are being met. Case Manager assists residents in obtaining necessary services such as physical and mental health appointments, parole/probation appointments and access to therapy as needed. **Primary Responsibilities and Duties include the following:**

- Meet with residents weekly to assess needs and ensure residents are in compliance with program guidelines.
- Provide weekly resident updates to program staff.
- Complete initial resident intake forms, including: initial recovery goals, self-sufficiency matrix and recovery assessment.
- Assist residents in making phone calls for mental health, physical health and dental appointments.
- Assist residents with creating an email address, completing application for food stamps and change of address with DMV.
- Assist residents with obtaining identification and other documents required for employment (ID, Social Security card, birth certificate).
- Assist residents with creating a resume and job search plan for employment.
- Assist residents with creating a monthly budget and access to bank services.
- Attend weekly Community meeting and other groups as needed.
- Communicate with WOW volunteers as needed to coordinate services for residents
- Provide transportation to groups and appointments as needed.
- Administer urine drug screens as needed.
- Submit monthly parole reports to TDOC.
- Document billable services in TDMHSAS database.

**Education / Experience:**

- Bachelor's degree, Social Work or related field preferred
- Experience with mental health, substance abuse services and formerly incarcerated individuals preferred
- Ability to establish and maintain professional boundaries
- Individuals in recovery must have at least 6 months of sobriety (1-2 years preferred)

**Salary:**

- \$42-44K per year, at 35hours per week

To Apply: Qualified candidates please submit resume to [kristy@wowtransition.org](mailto:kristy@wowtransition.org)

By signing this description I am agreeing to the duties and responsibilities listed above.

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Women of Worth Transition House Inc. Staff Probationary Period Agreement

I understand that there is a 90 day probationary period in this role as Case Manager. During this probationary period, WOW Staff can determine my suitability for the role in the program. I also have a responsibility to determine if this is the right fit for me without feeling obligated any further. At the end of 90 days, a review will be done with the Clinical &/or Executive Director and feedback will be given.

By understanding and signing this document, I am agreeing to the terms of the Probationary Period.

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

