

MorningStar Mission Ministries
Position Description

Women & Family Case Manager

Position Purpose:

1. Work with and assist the Women and Family Program Director to implement all facets of the program.
2. To share the Gospel whenever possible.

Primary Responsibilities:

1. Conduct telephone/walk-in interviews and set appointments for intake.
2. Meet with guests to determine needs.
3. Set up goals to meet those needs.
4. Discuss options available and how to best meet their goals including referring to the proper agencies for additional help.
5. Counsel weekly and keep records accordingly.
6. Supervise a weekly devotional and Bible study for women and families.
7. General clerical tasks with reception responsibilities when necessary.

Additional Responsibilities:

1. Help to conduct classes and use other tools to assist the guests in meeting their goals.
2. Review and maintain personal care plans for each guest as needed.
3. Participate in staff meetings and other functions as required i.e. annual dinner, tag day, etc.
4. Assist with transportation of guests as needed.
5. Work with the entire mission staff as a team member.
6. Work with volunteers as needed.
7. Incorporate the philosophy of MorningStar Mission in every aspect, whether dealing with staff, guests or donors.
8. Related duties as assigned.

Position Requirements:

1. Positive Christian testimony.
2. A Bachelors degree in social work, counseling, substance abuse or related field. Or have 3-5 years experience in counseling and shelter program management or related field.
3. Must have and maintain a valid Illinois Driver's License and a clean driving record.
4. Able to lift at least 30 pounds.
5. Submit to a fingerprint background check.
6. Freedom from all controlling substances including tobacco.

Reports to: Women and Family Program Director

Salary Range: \$35,000 - \$40,000

9/07