



St. Francis Center (SFC), a ministry of the Episcopal Diocese of Colorado, was established in June 1983. SFC is a refuge for individuals who are homeless in the metro Denver area, providing shelter along with services that enable people to meet their basic needs for daily survival and to transition out of homelessness.

St. Francis Center's programs and services are tailored toward adults and focus on daytime shelter, social services, health and wellness, housing, employment, and outreach. At SFC, guests* have the opportunity to work with a variety of specialists, depending on their individual needs, which is often the first step toward transformation and ultimately self-sufficiency.

* SFC staff and volunteers refer to those we serve as "guests" because of our strong commitment to hospitality; welcoming everyone and treating each person with dignity and respect.

JOB POSTING – EMPLOYMENT CASE MANAGER

<p>POSITION TITLE: Employment Case Manager</p> <p>PRIMARY LOCATION: 1400 N William St, Denver CO</p> <p>REPORTS TO: Employment Services Director</p> <p>DATE: January, 2021</p>	<p><input type="checkbox"/> EXEMPT <input checked="" type="checkbox"/> NON-EXEMPT</p> <p><input checked="" type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> ON-CALL</p> <p><input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY</p>
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POSITION OVERVIEW

The Case Manager works closely with individuals in the Employment Services Programs. Case managers provide comprehensive services to address client's immediate needs and assist with planning for long term self-sufficiency.

PRIMARY RESPONSIBILITIES (Other duties may be assigned)

1. Completes initial intake and assessments with new clients to determine strengths, risks, and needs by utilizing evidence based tools.
2. Develops vocational and self-sufficiency goals with each client and monitors progress.
3. Provides comprehensive case management to address all needs of clients including health, housing, and employment.
4. Assists clients with gaining access to public benefits and resources in the community.
5. Purchases work clothes and tools for applicable clients.
6. Enters case notes and maintains accurate records in HMIS and program databases.
7. Prepares and submits any required statistical and billing information.
8. Builds and maintains working relationships with community and government agencies.
9. Demonstrates cultural competency and embraces diversity.
10. Plans and provides trainings for clients.
11. Contributes to program planning and development.

EDUCATION AND EXPERIENCE (MINIMUM REQUIREMENTS)

1. Bachelor's degree in Human Services or related field OR equivalent experience working with homeless and justice involved populations.
2. One year direct experience with homeless and/or justice involved populations.
3. Case Management Experience and Training.

KNOWLEDGE AND SKILLS

1. Excellent organizational and time management skills.
2. Ability to work constructively with a team.
3. Strong computer skills.
4. Reliable transportation, Colorado-mandated automobile insurance and good driving record required.
5. Must be able to work in a diverse setting with diverse populations.

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

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, hear, taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- There will be a variety of people within the shelter at any time of varying personalities and backgrounds. Additionally, while the environment is generally peaceful, some individuals who enter the Day Center can exhibit erratic, unpredictable, and even at times violent behavior. All staff are trained in how to handle situations in a way that promotes the safety of other staff, volunteers, and guests.
- While performing the duties of this job the employee is regularly exposed to outdoor weather conditions.
- Other hazards may involve exposure to occasional loud noise, exposure to illness or unsanitary hygiene, and exposure to common household chemicals.

COMPENSATION AND BENEFITS

\$17.50 to \$19.50/hour

This is a full-time, non-exempt position, Monday through Friday, with occasional Saturday mornings.

The position is eligible for a robust benefits package including:

- Employer-paid health insurance with an HRA plan

- Employer-paid dental insurance
- Employer-paid life insurance after 1 year of employment
- Robust pension plan after 1 year (5% plus a dollar-for-dollar match of contributions up to 4% of earnings)
- Generous Employer-paid sick/vacation leave

TO APPLY

Qualified persons may apply by sending a cover letter, résumé, and three professional references to ronnie@sfcdenver.org. Résumés without a cover letter will not be considered. Invitations for interviews will be extended upon review of qualified candidates.

E-mail: ronnie@sfcdenver.org. On the e-mail subject line, please write "Employment Case Manager"

Individuals with criminal backgrounds are invited to apply. All SFC employees undergo a background check.

Saint Francis Center is an Equal Opportunity Employer.