

# **JOB POSTING – ST. VINCENT DE PAUL SAFE HAVEN**

**POSITION:**                               **Case Manager**  
**2<sup>nd</sup> and 3<sup>rd</sup> Shifts are Available**  
Full-time or Part-time

**POSITION MANAGER:**   Janine Pickens, Program Manager

**POSTING PERIOD:**           4/5/2021 - until filled

## **APPLICATION PROCESS:**

### **Mail a resume and/or a Letter of Interest to:**

Janine Pickens, Program Manager  
Society of St. Vincent de Paul  
124 W Apple Street, Dayton, OH 45402

**Or email resume to:** Janine Pickens [jpickens@stvincentdayton.org](mailto:jpickens@stvincentdayton.org) or [HR@stvincentdayton.org](mailto:HR@stvincentdayton.org)  
Provide supportive documentation of your qualifications. If you are a current employee of St. Vincent de Paul, you must inform your current manager of your interest in this position.

## **Summary of Position Responsibilities:**

Supports the Vision, Mission and Values of the Society of St. Vincent de Paul. This position exists to prevent clients from returning to homelessness by assisting them in preserving and maintaining safe, permanent community residences and to provide consultation and crisis intervention services. Position also promotes individual stability through the provision of a wide range of supportive services.

## **QUALIFICATIONS:**

- AA in mental health and/or related field
- 2-4 years proven experience working with people with mental health and/or alcohol and other drug issues
- Knowledge and understanding of homelessness, poverty, and residential settings
- Must be able to relate well and establish rapport with the culturally diverse targeted population
- Good communication skills – both verbal and written
- Good computer skills
- Must be flexible, creative, and self-motivated
- Must be able to stand or walk for extended periods
- Must be able to lift up to 25 pounds
- Must be able to pass a drug screen and a background check