

# **JOB POSTING – ST. VINCENT DE PAUL KEY TERRACE**

**POSITION:** Lead Case Manager – Full-time

**POSTING PERIOD:** September 3, 2021, until filled

## **APPLICATION PROCESS:**

To request consideration for the position, provide supportive documentation of your qualifications by emailing a cover letter, resume and/or a Letter of Interest to:

Michael Goebel, Director of Housing Ministries  
[MGoebel@stvincentdayton.org](mailto:MGoebel@stvincentdayton.org)

Or mail to:

Society of St. Vincent de Paul, Human Resources, 124 W. Apple Street, Dayton, OH 45402

## **Summary of Position Responsibilities:**

In collaboration with our community Partners, both on and off-site, the Lead Case Manager provides intensive Case Management Services to the residents in the housing programs. This requires an understanding of charting standards in line with Social Work Standards, ability to complete SOAP formatted case notes, develop ISPs based on the assessed needs, and a strong attention to detail to complete, and maintain, and update all relevant paperwork. In order for this to be completed the Lead Case Manager must frequently meet and engage with clients and peers in furtherance of maintaining housing which requires working with residents to address mental health issues, drug and alcohol issues, behavioral issues, developmental issues, life skills, interpersonal skills, awareness building around issues affecting housing, intervention planning, and collaborating with the client to develop coping skills to successfully maintain housing. This individual aids residents in creating a dynamic case plan that will lead to this end. The Lead Case Manager works as a member of an interdisciplinary team to assist residents in achieving the highest goals possible. This individual should have a background in Chemical Dependency and Mental Health Case Management and Counseling. This position is responsible for assisting the Director of Housing Ministries in monitoring the performance of any Case Manager Interns and staff members. The position also requires a strong understanding, or willingness to develop a strong understanding of community resources that meet the needs of our population.

## **QUALIFICATIONS:**

- AA in Chemical Dependency and/or related field required; LCDC II or bachelor's degree in related field preferred.
- 3-5 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.