



WOMEN'S & FAMILY CASE MANAGER

Location: Women's & Family Shelter

Position: Full-time, 40 hours/week; flexibility in hours may be necessary

Salary Range: Undisclosed

Travel: Local travel required

As a team member of Muskegon Rescue Mission, we implement and live out our mission of demonstrating and proclaiming God's love to the less fortunate and homeless people in West Michigan. We do this by caring for and loving the individual as Christ would.

Are you the right person?

Muskegon Rescue Mission Women's & Family Case Manager should have understanding of homeless families and their needs. Facilitate conflict resolution between the guests and others, with an aim towards reconciliation. Team member will establish individual goals and plans for each guest to help them grow in their walk with Christ and to equip them with life-skills needed to succeed in society. Must maintain confidentiality of files, family dynamics and details, including case specifics. Trustworthiness is key in this role.

You're A Great Communicator

Your ability to communicate clearly and effectively with others helps you encourage shelter guest and team members. You will establish appropriate boundaries. Support and enforce disciplinary policies for shelter guests.

You're an Initiator

You take initiative. Your actions are wise and not reactionary. You are always looking for ways to improve. You will lead by example and help foster a positive environment for all.

You're Organized

You are great at multitasking and adapt as needed. You are organized and prepared to help guests follow their schedule, shelter guidelines, expectations and daily tasks.

You're Strong in Your Faith

Sharing the love of Jesus Christ is at the heart of this position. Your job is to communicate the Gospel and model Christian character. Are you prepared to share your testimony?

Required Knowledge and Skills:

- High school diploma or equivalent.
- Some management experience is preferred.
- Must maintain a valid driver's license, chauffeur license and good driving record.
- Must be able to lift 50 pounds routinely, occasionally 80 to 100 pounds.
- Excellent written and verbal communication skills.