

Job description

Part-Time Case Manager

Lazarus House is a homeless shelter located in downtown Saint Charles, IL. We are a 24/7 program that serves adults and families in need of a safe place to stay. We provide shelter, meals, showers, laundry, case management, as well as educational and employment classes to all who enter our doors. We have an emergency shelter & a transitional living program. We also have Homeless Prevention Service (HPS) programs to assist people to stay in their own homes.

This position includes:

- Consistent Case Management with clients in one of our Homeless Prevention programs. Includes budgeting assistance and maintenance of client files.
- Screen incoming calls regarding rent & utility assistance inquiries & facilitate applications.
- Complete Tenant Income Recertification for one of our Homeless Prevention programs.
- Confidentiality is a must.
- Assist the HPS Manager on various projects, as time permits.
- Schedule of 20 hours per week; Wednesday, Thursday, Friday, flexible between 7:30a-6:00pm.

Applicant Education & Experience

- High School Degree or equivalent required.
- Bachelors in Social Work or related field a plus.
- Background in Mental Health and/or Addiction Recovery a plus.
- Preferred experience with social service delivery, chronic homelessness, and individuals with disabilities.
- **Bilingual in Spanish a Highly Preferred.**

Applicant Skills & Abilities

- Excellent written and verbal communication skills.
- Demonstrate intermediate skills with the standard features of various personal computer work processing and spreadsheet software (e.g. Word, Excel, Outlook and the Internet).
- Ability to speak, read and write English fluently and clearly.
- Ability to establish and maintain effective working relationships with the guests, employees, agencies and other non-profit organizations, and the public, using strong interpersonal and communication skills.
- Ability to work with professional independence within the policies established by the Board of Directors and Lazarus House.
- Ability to use sound judgment in crisis situations and to make wise decisions when unable to contact a supervisor or someone else for guidance.
- Ability to handle multiple tasks simultaneously and in a timely manner.
- Ability to handle confidential material and information in an ethical, professional manner.
- Possession of a valid driver's license and proof of insurance.

Job Type: Part-time

Pay: \$17.65 per hour

Expected hours: 20 per week

Benefits:

- Employee assistance program
- Paid time off

Schedule:

- Day shift
- No weekends

Education:

- Bachelor's (Preferred)

Work Location: In person

If interested, please email resume to KajsaN@LazarusHouse.net