

JOB POSTING

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| JOB TITLE | Case Manager |
| REPORTING RELATIONSHIP | Case Management Supervisor or Unit Manager |
| WORK SCHEDULE | As per schedule (shifts and weekends); 40+ hours per week; on call |
| EXEMPTION STATUS | Non-exempt |
| GRADE | I - IV |

DEFINITION

Provide guidance, direction, and manage residents and their activities. Will act as the primary contact for residents and assist them with their concerns and issues. The primary responsibility will be determining residents' issues and creating and implementing Individual Renewal Plans. Must enforce compliance to program guidelines and assist the Case Management Supervisor/Unit Manager in the functioning of the center's daily activities (administration), in initiating and developing policies and procedures, and maintaining records.

ELIGIBILITY REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

Knowledge of Criminal Justice, Social Work, Psychology, Counseling, Public Policy, or other related field; human relations skills must; should become familiar with the criminal justice system and community resources. Demonstrated ability to work effectively and efficiently with all levels of management, employees, and residents; ability to deal effectively with residents and referral sources; self starting, motivated, and adept to changing technology; Proven skills at problem solving, conducting research; Should be computer literate particularly in Microsoft Office. Ability to communicate, and to help the residents express their own needs and aspirations.

Bachelor's degree in Criminal Justice, Psychology, Counseling, Social Work and a minimum two years experience in related field required; Master's degree preferred.

**Equal Opportunity Employer/Minorities/Female/Protected Veteran/
Individuals with Disabilities**

POSTING DATE: September 3, 2015

Anyone wishing to apply for this position should visit the **EMPLOYMENT** section on www.renewalinc.com.