



JOB POSTING INTENSIVE CASE MANAGER

THE MISSION OF SONSHINE COMMUNITY SERVICES:

“Motivated by our Christian faith, our mission is to help women and children transform their lives.” We envision a community where women and children live safely in healthy families. The organization offers a comprehensive benefits package and supports training courses to enhance career development.

PURPOSE OF THE POSITION:

The Intensive Case Manager reports to the Director of Residential and Community Services and provides housing and support services tailored to the unique needs of women and children leaving family violence, especially those who require more complex case management. The Intensive Case Manager will help clients find appropriate housing in the community and help create stability by addressing the complexities in the client’s life that may cause disruption. Clients may be women and their children in shelter or transitioning from a shelter to the community, or equally providing supports and services outside of a shelter.

DUTIES AND RESPONSIBILITIES:

Case Management:

- Accept referrals from shelter clients, and the community, as appropriate
- Complete all aspects of case management and support services for the client including; accepting referrals, assessing client safety needs and planning accordingly, assessing client community resource needs and refer accordingly, and maintain regular contact with client to provide information, referrals and support clients as they move through life adjustments
- Support women, children and youth who have complex needs in accessing and navigating community resources and government service systems, and advocate as necessary
- Support clients in accessing services for mental health, addictions and other health care needs
- Assist client in securing appropriate accommodation, obtaining household items and organizing the move into the housing unit
- Support client in learning about and fulfilling tenant rights and responsibilities
- Develop and maintain positive relationships with private and commercial landlords
- Collaborate with all service providers to best meet the individual’s and family’s specialized unique needs
- Attend meetings and client case conferences when appropriate

Administration

- Maintain current case notes and other documentation in client case files
- Maintain database of client caseload, ensuring that profile information is recent.
- Ensure that information such as case notes, emergency information, contact lists and discharge are accurate.
- Compile statistics for monthly report where requirements may vary with the programs supported.

QUALIFICATIONS AND SKILLS:

- Bachelor's Degree or Diploma in Social Work or related field coupled with 2-3 years' experience in counselling, preferably in the field of domestic violence
- Must place the highest priority on maintaining absolute confidentiality
- Thorough understanding of domestic violence and trauma informed strategies
- Knowledge and skills in crisis management and supportive counselling and trauma
- Knowledge of Alberta Residential Tenancy Acts
- Valid Driver's license and vehicle
- Eligible to pass police security clearance and child intervention check

PLEASE SUBMIT YOUR RESUME AND COVER LETTER NO LATER THAN MARCH 8TH, 2019 TO:

Alma Fourie,
Principal Director, Programs and Operations
Sonshine Community Services
Box 34067, RPO Westbrook
Calgary, AB T3C 3W2
Email: afourie@sonshine.ca
Fax: (403) 287-2194

Sonshine Community Services is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted. We regret that we are unable to accept telephone inquiries.