

**Arlington Life Shelter
Job Posting**

Position: Client Caseworker

The Arlington Life Shelter is searching for caseworkers to provide case management, support and employment services to residents who are residing temporarily in the shelter facility.

General Description:

Responsible for providing comprehensive case management services for short-term program. Case planning and progress evaluation emphasis on securing employment, job retention and self-sufficiency and goals attainment. Assists program participants in identifying goals, offers appropriate information regarding community referrals, and assists participants in developing a program service plans. Provides consistent job coaching, appropriate resource advocacy, weekly goal attainment evaluations, establishes referral relationships with other social service agencies.

Partial list of duties:

- Provide proactive and robust case management to clients according to agency procedures and Strategic Plan
- Provide initial eligibility assessment to determine resident's potential for program appropriateness and potential for success
- Provide referrals for all clients as needed
- Render program entry procedures that include intake assessment, intake, entry orientation and status summary documentation
- Assist program participants in identifying employment and self-sufficiency goals/needs through needs assessment tool
- Develop and establish program service plans with participants
- Offer community referrals suitable to service plan goals
- Provide job coaching and budgeting assistance; provide resource advocacy as appropriate

Partial list of Qualifications:

- Minimum of Bachelor's Degree in Social Work, preferred, with 2 yrs. experience
- Demonstrated proficiency in use of Microsoft Word and Excel and in doing Internet searches
- Proficiency in use of HMIS database program including entering intake, assessments, case notes, touch points and exits, or must be able to learn the program and become proficient in generating reports
- Be energetic, caring, responsible and able to deal with difficult situations in a calm manner

Work Hours: Mon. – Thurs. 12 noon - 8:00 pm, Fridays 9:00 – 5:00 pm; occasional weekend time

To apply please submit resume and cover letter to:

Barbara Lamsens
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