

**A SAFE PLACE
LAKE COUNTY CRISIS CENTER**

Zion Campus Case Manager

The Zion Campus Case Manager is responsible for providing supportive services to both adults and child residents with the ultimate goal for clients to overcome barriers to stabilize their situations and maintain stable permanent housing. S/he reports to the Director of Zion Housing and works closely with advocates and counselors within the agency.

A Safe Place is a recognized 501(c)3 nonprofit organization listed under Lake County Crisis Center for the Prevention & Treatment of Domestic Violence Inc.

Position is located in Zion, IL

RESPONSIBILITIES:

- Conduct *IM*+CANS assessments to determine future goals of tenants.
- Develop individualized service plans/treatment plans.
- Work with clients to resolve any existing mental health and/or alcohol drug dependency.
- 70% direct client service hours.
- Actively work with clients to engage them in services.
- Facilitate and coordinate workshops, life skills, community meetings and support groups.
- Collaboration with enrichment specialist to participate in various events/workshops as determined.
- Plan and implement activities to enhance social skills as appropriate.

Provides supportive services to both adults and child residents in the following areas:

- Case management
- Counseling
- Art therapy
- Youth enrichment through before and after school activities
- Parenting skills
- Financial literacy
- Life skills education
- Legal services and legal representation
- Medical services
- Transportation

- Workforce development education
 - Advocacy to help residents to secure additional supportive services
- Support residents in the creation of safety plans for increased understanding in the effects of abuse on their lives.
- Ensure services plans continually referenced during ongoing interactions with clients.
- Work with clients individually to address unique barriers and circumstances faced by each client.
- When appropriate provides group case management when clients share a particular barrier.
- Provides individual and group support for Spanish speaking clients.
- Provides extensive referrals to local service providers, agencies and organizations that can provide supportive services to clients.
- Continued use and practice of the Sanctuary Model with both clients and colleagues.
- Proactively solicits/recruits outside community resources to engage in the facilitation of workshops and life skills groups.
- Ensure documentation in records is appropriate, accurate, timely and in accordance with agency policies and funding requirements.
- Assist in receiving and storing donations as requested.
- Provide information on the Illinois Domestic Violence Act, Orders of Protection and stalking laws to enhance client safety and abuser accountability.
- Attend and participate in staff meetings.
- Work as a team player in the organization.
- Conduct, attend and participate in appropriate training and education as requested.
- Perform additional responsibilities as assigned.

QUALIFICATIONS:

- Minimum - Bachelor in social work, counseling, education or closely related field.
- Excellent written and oral communication skills to complete record documentation, develop group materials, express information clearly and concisely and for participating in training and education for tenants.

- Excellent interpersonal skills that demonstrate genuine concern and respect toward clients and other staff.
- Ability to provide active listening, encouragement and support to tenants.
- Ability to motivate clients into action, to engage tenants in training and education and to support tenant progress toward achievement of their service plan and personal independence.

Ability to accept, understand and relate sensitively to people of varied socio-economic, racial, cultural, and experiential backgrounds.

A commitment to the philosophy and program of A SAFE PLACE, which includes a commitment to survivor's & children's issues, sharing a belief in helping to create a society free from violence, and in working in a cooperative environment.