



Uniting in service to families, with children, facing homelessness.

The Interfaith Association of NW Washington
P. O. Box 12824, Everett, WA 98201
(425) 252-6672 | www.interfaithwa.org

MENTAL HEALTH/SUBSTANCE USE DISORDER CASE MANAGER

Overview:

The Interfaith Family Shelter is seeking a full-time *Mental Health/Substance Use Disorder Case Manager*. Qualified candidates will have strong organizational, communication and interpersonal skills. Primary duties include: (a) **planning and support services** to promote program clients' involvement and participation in mental health and/or substance use disorder treatment (while they seek to improve housing stability, income, and family management skills), and (b) providing **assessment** to clients about progress toward established outcomes. This position also maintains positive and collaborative relationships with internal and external parties, and provides support to program staff.

Essential Job Duties:

Client assistance & support

- Provide comprehensive assessment of barriers to permanent housing for clients
- Develop Individual Treatment Plans (ITP) (i.e. mental health, substance use disorder, employment, training, education & wage progression) for eligible clients, in collaboration with Rapid Re-Housing (RRH), Shelter Case Manager, and other relevant agencies
- Coordinate and communicate with partners regarding delivery of each client's ITP
- Assess and authorize related program supportive services, in coordination with RRH and Shelter Case Manager, if needed
- Organize and implement support groups and classes for substance use disorder and/or mental health-related issues.

Program management

- Monitor program goals and objectives, and revise as appropriate
- Monitor program budget
- Maintain program tracking system files
- Prepare related documents and reports
- Participate in program development
- Meet with shelter residents and local homeless housing agencies to promote services with potential clients
- Lead agency work in Trauma Informed Care (TILT)

Collaboration & outreach

- Build and maintain positive relationships, internally and externally, to meet client needs
- Refer and collaborate with area mental health and substance use disorder agencies, including: Compass Health, Catholic Community Services, and WRAPS program

Non-Essential Job Duties:

1. Other tasks and responsibilities, as assigned
2. Assist with other agency requirements, as directed
3. Drive personal vehicle, as required (Subject to mileage reimbursement)

Requirements:

- BA degree and equivalent of 3 years of relevant experience, **OR** MA in social service area
- Experience developing individual treatment plans and coordinating care
- Experience in conflict resolution, problem solving, and decision making
- Experience working with diverse groups with varying skill levels
- Experience preparing and conducting training programs
- Ability to manage and prioritize multiple demands and tasks
- Excellent verbal and written communications skills
- Ability to work early evenings
- Valid Washington State Driver's License and reliable transportation
- First Aid/CPR certification for infants, children and adults.

REPORTS TO: Executive Director

HOURS: Full time, some evening hours required. Schedule: Sunday through Thursday 10:30 AM to 7:00 PM

SALARY: \$35,360 – 37,440.00 annually, depending on education and experience

BENEFITS: Employer supported Medical/Dental Benefits, paid vacation and sick leave

FLSA CLASSIFICATION: Non-Exempt

Physical Demands:

For an employee to successfully perform essential job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

- Employee will need to regularly and extensively: use hands and fingers, and handle or feel objects, tools or controls; reach with hands and arms; may be required to perform repetitive movements for long periods of time in order to complete a task; stoop, kneel, crouch, or crawl and talk or hear; stand; climb or balance; stoop, kneel, crouch, or crawl.
- The employee is frequently required to climb, walk, sit, and talk or hear.
- The employee must occasionally lift, carry, push and pull up to 25 lbs.
- Items that are over 25 lbs. must be lifted, carried, pushed, pulled, or moved with proper equipment for assistance (dolly), and proper safety procedures must be followed.
- Specific vision abilities required this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to work in a general office environment, as well as outdoor environment. Possible exposure to weather (i.e., heat, wet, cold, wind, and noise).



Uniting in service to families, with children, facing homelessness.

The Interfaith Association of NW Washington
P. O. Box 12824, Everett, WA 98201
(425) 252-6672 | www.interfaithwa.org

About Interfaith:

The Interfaith Family Shelter is strongly committed to helping families with children overcome homelessness and achieve permanent housing. We offer non-discriminatory and low-barrier access to all our programs and services. We strive to cultivate an inclusive, safe, and accepting environment for families, individuals, staff, board members, community partners, and supporters. The Interfaith Family Shelter is an Equal Opportunity Employer, offering equal opportunity to all persons regardless of race, age, color, religion, gender orientation, marital status, sexual orientation, socioeconomic status, military status, national origin, or any other characteristic protected under the law.

People of color, members of the LGBTQ community, women, and veterans are strongly encouraged to apply. We are dedicated to the goal of building a culturally diverse and pluralistic workforce, committed to working in a multicultural environment. We also encourage those with personal backgrounds experiencing homelessness to apply.

Application procedure:

Interested applicants may email a **resume** and **cover letter** that describes relevant background experience to idean@interfaithwa.org. No phone calls accepted. We are only able to contact candidates whose qualifications are a close match with the position requirements, and who are being considered.

Check out our other employment opportunities at <http://www.interfaithwa.org>