



Paul's Place- Case Manager (LMSW)

Salary Range: \$50,000-\$60,000

Summary

The Case Manager is a vital member of the Paul's Place Case Management team. The Case Manager provides case management support to guests accessing Paul's Place services and programs. This position works intensely with individuals to support self- sustainability through a trauma-informed care approach. Case Managers provide individual goal planning, crisis intervention, service navigation and referrals to support and stabilize individuals and families who are at risk or in crisis.

The Case Manager reports to the Program Director.

Essential Duties and Responsibilities include the following:

1. Work one-on-one with guests to provide case management support to include, but not limited to the following:
 - Assess guests for service referrals and benefits internally and externally; complete self-sufficiency assessments, assist in developing individual goal plans; coordinate care and referrals; offer crisis intervention; advocate for the needs of the guests and help foster self-advocacy
2. Collaborate with all departments and staff of Paul's Place in an effort to coordinate services for best practices; facilitate case conferences and coordinate care for guests enrolled in Paul's Place programs.
3. Document and manage case files in accordance to Paul's Place policies and protocols; complete administrative data entry related to case management programs through current data system (ETO) and Google Drive.
4. Participate in Paul's Place committees, advocacy efforts, and support internal dashboard outputs and outcomes.
5. Develop a network of community providers that share similar goals; attend community and agency meetings; represent Paul's Place in inter-agency meetings and activities.
6. Conduct outreach in Baltimore City to promote Paul's Place, further the mission, and engage new participants and community supports.
7. Utilize clinical skills to support case consults, training for staff, and oversight of support groups as needed
8. Process applications for guests in need of financial assistance to include the following:
 - Eviction prevention, vital document acquisition, transportation assistance, and other interventions working towards goal attainment.
9. Navigate guest conflict through de-escalation techniques.
10. Support Paul's Place events.

Supervisory Responsibilities

Case Manager may have the opportunity to directly supervise up to two social work interns during the academic year. They are responsible for providing weekly supervision and managing tasks and projects. Other supervisory opportunities can arise through community partnerships and volunteers.

Work Schedule

This is a 40 hour a week, exempt position. The hours are Monday-Friday from 8:30am-4:30pm. Evening and weekend hours may occasionally be required.

Education

Master of Social Work

Licensed Social Worker in the State of Maryland (LMSW) required

Experience

At least 2 years of case management experience required

Experience and comfort working with diverse and vulnerable populations in a community-based setting.

Knowledge of Baltimore City Services

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite and Google Drive. Familiarity with ETO software and Coordinated Access is a plus.

To apply send cover letter, resume, and license to Danielle Lew at dlew@paulsplaceoutreach.org