**Position:** Case Manager

**Start Date:** TBD **Employment Type:** Full-time – Non-Exempt

**Reports to:** Renewal House Shelter Manager

**Job Description**

The UU Urban Ministry is seeking a **Case Manager** to join our emergency shelter for survivors, Renewal House program staff. Candidate must have proven experience with low income housing. The case manager provides quality case management and engagement through trauma-informed approach for domestic violence survivors and their children in our emergency shelter to achieve short-term outcomes of safety and move toward their long term goals of stable or transitional housing. The case manager promotes systemic change to improve access to services, resources, and justice for DV survivors serving as a key contact to outside agencies on participants behalf.

**Organization**

A 501(c)(3) nonprofit organization, the Unitarian Universalist Urban Ministry is community based in the Roxbury neighborhood of Boston. UUUM focuses its programming in three areas: safe shelter and career development for survivors of domestic violence, academic enrichment for youth of color, and arts & humanities programming grounded in a social justice message that amplifies artists and historians of color in our neighborhood.

**Our Mission:** We work across race & place to dismantle racism & white supremacy culture and to advance racial, economic, & social justice. We envision a Greater Boston where all people live with freedom and dignity, and have equitable access to resources and opportunity to shape the present and the future.

**Responsibilities Include:**

 Provide comprehensive case management, develop and implement action plans. Plans may include housing search, housing advocacy, or working with program participants to secure financial resources and plan for permanent housing

 Provide emotional support and DV education to guests

 Complete assessments of needs for stability and safety

 Provide safety planning and crisis intervention

 Assist participants to obtain and maintain safe housing

 Provide legal, medical, mental health, employment, educational assessments, referrals, and personalized related advocacy

 Support weekly shelter group meetings/workshops, family engagement activities, and other community building events

 Maintain data collection into EmpowerDB and ensure accuracy, confidentiality, and compliance with requirements from funders

 Answer and record the hotline calls, provide support, and referrals to callers in crisis and collect data on EmpowerDB for reporting

 Do phone intakes with prospective guests

 Welcome and onboard new guests

 Intervene in crisis’s within the shelter and document if appropriate

 Support Shelter Manager with fulfilling shelter necessities

 Actively participate in weekly supervision, monthly all-staff meetings, and regularly required trainings

**Qualifications:**

Renewal House (RH) staff embody a professional attitude and approach to their work with survivors through their compassionate and empathetic presence. All staff have a demonstrated ability and commitment to working cross culturally and have a commitment to an anti-oppression model of advocacy. All staff team members at Renewal House are expected to have an effective communication style, the ability to multitask, and a positive attitude.

Staff must possess a willingness to learn and to be challenged in the workplace and the ability to take initiative and follow through on assigned tasks. Our advocates are team players and have a desire to be a learner as evidenced through reading articles on domestic violence and attending outside trainings on a regular basis. Staff are welcome and encouraged to bring new ideas to their work in the shelter and in the community. It is necessary for Renewal House advocates to be organized and have the ability to prioritize tasks as they arise.

Staff have training and experience in conflict management and mediation and have the ability to maintain clear boundaries. **Candidate must have a proven housing advocacy background.**

**Compensation Range:** $25-$27/hr

*The Uniarian Universalist Urban Ministry & Renewal House actively seeks cultural and linguistic diversity in all of its programs. Minorities, bilingual/bicultural candidates, survivors of domestic & sexual violence, and LGBQ/T candidates are strongly encouraged to apply. Renewal House is an affirmative action, equal opportunity employer.*

**To Apply:** Please email your resume to Marie Padilla at mpadilla@uuum.org with the subject line “Case Manager – Renewal House”