



## CASE MANAGER- WELLSPRING

Competition 2013 - 31

<b>Job Title</b>	:	Case Manager
<b>Based at</b>	:	Edwardson Place
<b>Reports to</b>	:	Women's Program Coordinator
<b>Hours of work</b>	:	40 hrs./weekly

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### OUR VISION

*Hope Mission has a vision that men, women, youth and children who come to our doors would come to know Jesus Christ as their personal Lord and Saviour. This vision can be fulfilled only if all staff is diligent in serving, strengthening and uplifting people in the name of Jesus Christ.*

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### JOB SUMMARY:

The Case Manager will facilitate topic groups, instruct classes, support women at Green Manor, community members and help women to get to know Jesus Christ as their personal Lord and Savior.

### MAJOR DUTIES AND RESPONSIBILITIES:

#### **As an integral member of the Leadership team the Case manager will:**

- Attend weekly meetings, process issues arising in program, offer support to community and team members.
- Provide case management of resident clients: weekly meetings with individual clients following an assessment planning and implementation and evaluation format.
- Make decisions regarding client requests for leave
- Review 12 step spiritual journey workbook and journals
- Provide mentorship to intake staff in the development of coaching skills
- Facilitate various group meetings, scheduling of classes, topics and presenters
- Being diligent in maintaining self-care by way of limiting work to prescribe hours; regular debriefing, accessing support as required and communicating regularly with Well Spring coordinator

### KEY REQUIREMENTS

Key spiritual requirements include:

- Living one's life in accordance with biblical teaching
- Lead in prayer both individually and in a group; teach bible lessons and sharing the Christian Faith.
- Accessing ongoing learning by attending relevant seminars/courses, networking and keeping abreast of current trends in treatment processes.



**MINIMUM QUALIFICATIONS AND SKILLS:**

- A Degree in Social Science or Christian Counseling
- Experience in counseling and Life-Skills Education
- Good interpersonal/Team building Skills
- Facilitative Techniques
- Skilled in Self-management
- Knowledge and application of related ethical practices and standards

**OTHER REQUIREMENTS:**

- Being a Christian Organization we require our employees to be in agreement and sign the Hope Mission Statement of Faith.
- Must be legally entitled to work in Canada on a full-time basis.
- Able to provide Criminal Record Check and Vulnerable Sector Search
- A letter of reference from a ministry or church is an asset
- Adherence Hope Mission's Policies and Procedures.

**START DATE:** Immediately

**PLEASE SEND:**

1. Resume and
2. Cover letter stating why you would like to work in a Christian Ministry

**TO:**

People and Culture, Hope Mission  
Email: [hr@hopemission.com](mailto:hr@hopemission.com)

*We thank all applicants for their interest; however only those candidates selected for an interview will be contacted.*