

Men’s Recovery Services

Specialized Care Program Case Manager of the Lighthouse Mission

*“Healing Homelessness with Christ’s Power and Love.”*

**Department:** Men’s Recovery Services

**Work Location:** 910 W. Holly St., housing the Ascent Program and Men’s Supportive Care, Lighthouse Mission located in Bellingham, WA.

**Salary:** Commensurate based on experience

**Summary of Responsibilities:** Assist the Men’s Recovery Services Ministry to provide a compassionate witness for Christ while ensuring the basic physical, emotional and spiritual needs of the homeless, low-income families and single individuals are met. This position focuses on assisting men in the Specialized Care Program through one on one counseling sessions, group facilitation, treatment planning and clinical documentation.

**Major Responsibilities:**

* Tactfully and knowledgeably shares the Gospel with guests, program members, volunteers and the general public while performing job functions.
* Work with men in our Specialized Care Program to provide treatment planning, referral to treatment, counseling, identifying available community resources and other support as needed.
* Maintain a case load of up to 15 men in the Specialized Care Dorm.
* Ensure clients are on all available housing lists and connected with mental health providers that they meet with regularly.
* Track progress towards treatment objectives.
* Interact with guest population in a grace-based and relationally driven manner.
* Serves as an active training resource for volunteers participating in shelter operations to ensure the highest quality experience for all involved.
* Work closely with the Men’s Recovery Services Manager to develop and implement goals for programming and vision for the Specialized Care Program.
* Coordinates with case management team to ensure effective, collaborative and meaningful treatment planning is taking place.
* Ensures effective Mission communication with guests, informing guests of administrative, scheduling and policy changes. Promotes practical change and informs guests of the services available to help them in their present situation.
* Responsible for the management of weekly resident chore assignments, guest records, case notes, statistics, daily log and miscellaneous paperwork.
* Cooperates with other human service agencies to provide guests with needed assistance including housing, mental health, medical and spiritual needs.
* Works effectively with colleagues throughout the Mission's organization to achieve ministry objectives, maintaining good communication and working relationships. Maintains a positive, pleasant, professional Christian attitude. Work with other staff to forge and model transparent and supportive Christian relationships which will serve as a leadership example for recovery program residents or emergency services guests.
* Facilitates ongoing spiritual and educational training/classes for men’s shelter guests
* Is available to represent the Mission and inform church and civic groups of the Mission’s ministry through public appearances and tours of the Mission as assigned.
* Any other job-related duties as assigned by the supervisor.

**Organizational Relationships:**

* Case Manage clients in the Stabilization Dorm and Phase 1 of the program at the Main Mission Building.
* Represents Men’s Recovery Services and the Mission to other human service agency personnel.
* Reports directly to the Men’s Recovery Services Manager.

**Qualifications:**

* Willingness to serve the Lord in a ministry that deals primarily with low-income and people experiencing homelessness. Have a compassionate heart for the poor and hurting of our society.
* An active church/prayer life and demonstrate a strong desire to serve the Mission by ministering to those whom it serves.
* Thorough understanding of and ability to use Microsoft Word, Powerpoint, Gmail, Google Calendar, and Excel required.
* College degree (B.S.,B.A., in Mental Health, Behavioral Health, Social Work, Counseling, Education, Bible School) and/or Human Service training and/or experience required.
* Ability to work with little or no supervision.
* Ability to work in a multi-racial/ethnic environment.
* Ability to communicate effectively in written and verbal form.
* Disciplined in life-style. Personal and home life must allow for flexible ministry work.
* Able to use judgment to make independent decisions.
* Possession of or ability to possess a valid State of Washington driver’s license is required.
* Spanish/English speaking ability is desired.
* Experience in supervising staff providing human services or ministry services to low-income individuals are strongly preferred. Prefer individual with shelter programming experience in mission shelter.
* Ability to report as regularly scheduled to work site
* Ability to successfully pass pre-employment drug and criminal background screenings.
* Agreement with the Lighthouse Mission’s Statement of Faith and Lifestyle Commitment.

**Physical Demands and Environmental Conditions:**

* Intermittent high stress environment.
* Sedentary; sitting 50%; walking 30%; standing 20% ability to walk up and down stairs.
* Medium to heavy lifting, up to 25 lbs.
* Possible exposure to a variety of illnesses.
* Both inside and outside activities, regardless of the weather.
* Ability to rapidly deal with emergency situations.

Equal Opportunity Employer  
Lighthouse Mission Ministries is both an equal-opportunity employer and a faith-based religious organization. We conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise-qualified individual. The status of Lighthouse Mission Ministries as an equal-opportunity employer does not prevent the organization from hiring staff based on their religious beliefs so that all staff share the same religious commitment which is central to our mission.  
Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. 2000e I(a)), Lighthouse Mission Ministries has the right to, and does, hire only candidates who agree with the Lighthouse Mission Ministries Statement of Faith. http://www.thelighthousemission.org/