



Position Title: NLP Case Manager
Department: New Life Program
Reports to: Director of Men's Ministries
FLSA Status: Exempt, Salary
Job Type: Full-Time
Compensation: \$40,000

Job Summary

Reporting to the Director of Men's Ministries, the Case Manager provides counseling, case management, and spiritual guidance to New Life Program participants. This role is responsible for conducting intake interviews, assessing the needs of clients, and arranging support in areas such as medical, legal, MH, and job/housing assistance. Oversee the dorm and ensure compliance with program guidelines. This person is also responsible for the collection and management of data.

The Case Manager may also be asked to fill in for the Program Director in their absence.

Responsibilities

Essential Functions:

- Conduct interviews and intakes into the program.
- Perform assessments using a matrix and, together with the client, develop a plan to move forward.
- Facilitate groups for New Life Program participants.
- Perform case management duties for participants assigned to a case load.
- Provide spiritual and biblical guidance to program participants
- Perform referral services as deemed appropriate by the supervisor.
- Prepare progress reports for attorneys, the court, the probation department, and others.
- Prepare and maintain participants' case files.
- Participate in weekly Treatment Team meetings.
- Update the Director of Men's Ministries on participants' status and immediate needs.
- Work with Grant compliance staff to collect and report relevant data per Grant requests.

Non-Essential Functions:

Marginal duties as assigned.

Education & Experience

Minimum HS diploma, bachelor's preferred in relevant field, social work, theology, counseling, etc. A current drug and alcohol credential certification from an accredited board is a plus. Candidates must have a minimum of five years' experience working in the recovery field, having had direct one-on-one contact with substance abusers and those struggling with barriers to success.

Skills & Abilities

The Erie City Mission considers every position one of Christian ministry and every person a vital and valued part of our team. Therefore, it is essential that all employees of the Erie City Mission have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

- Knowledge of addiction counseling theories and practices.
- A life reflecting the teachings and values of Jesus Christ.
- Knowledge of the addictions assessment, intake, and orientation process.
- Strong understanding of ethics and confidentiality.
- Proven ability to establish rapport with participants.
- Experience with people dealing with addictions and recovery.
- Ability to complete an OAP form.
- Ability to work as part of a team focused on providing, evaluating, and implementing quality drug and alcohol programs.
- Ability to conduct group counseling for up to 10 participants.
- Ability to manage case files independently.
- Strong computer skills, including proficiency with Microsoft Office: Word, Excel, PowerPoint.
- Excellent interpersonal, organizational, and problem-solving skills.
- Possess strong verbal and written communication skills.
- Capable of exercising sound judgment and comfortable in asking questions, when necessary, to maintain the integrity of the department.
- Ability to prioritize work and multitask while adhering to deadlines.
- Ability to take responsibility, to work well as a team member, and to work independently without supervision within the scope of normal duties and responsibilities.
- Adaptable and flexible to situations and priorities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is primarily sedentary, sitting for long periods of time and is regularly required to stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Contact with a computer screen for extended periods is required.

Benefits

Full-time employees after 90 days receive:

- 401(k) with generous 5% company match
- Dental and basic life insurance
- Short- and long-term disability
- Paid sick and personal days
- Paid holidays (10)

Other full-time employee benefits include:

- Health insurance
- Paid vacation days
- 30-minute paid lunch
- Free on-campus lunch