

Case Manager
The Province of St. Joseph of the Capuchin Order – Capuchin Soup Kitchen

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

As a member of the Emergency Assistance Team, the Case Manager works at various CSK sites joyfully serving guests by doing the following: seek, plan, advocate for and monitor services from various human services and healthcare organizations on behalf of our guests.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Assess, develop and monitor individual plan of service for assigned guests
- Conduct interviews with guests to determine their eligibility for emergency services provided by the Capuchin Soup Kitchen
- Assist guests in accessing appropriate external and internal resources to meet additional needs
- Develop and maintain relationships with outside resources to ensure best opportunities for our guests
- Assist with special projects, distributions or groups within ministry
- Lead small groups such as Jobs Club as directed by Social Work Manager
- Attend continuing education when appropriate to increase knowledge for serving guests
- Assist staff when needed to ensure continuity of ministry
- Demonstrate ability to successfully deal with persons in stressful circumstances
- Demonstrate ability to handle quickly changing priorities
- Make referrals to other human service organization and healthcare agencies
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: Bachelors degree in Social Work, experience with culturally diverse populations, effective Microsoft Office, organization, communication, problem solving and interpersonal skills; familiar with Detroit community resources, ability to travel locally, effective communication, problem solving, interpersonal and organizational skills, familiarity with Detroit community and resources

Review of resumes and applications will begin immediately.

Interested candidates can apply in any of the follow 3 ways:

1. Pick up an application at the Meldrum Soup Kitchen site OR
Submit letter of interest and resume to:
2. employment@thecapuchins.org Include Case Manager in the subject line.
(Or)
3. Attention: Human Resources
Re: Case Manager
Conner Soup Kitchen
4390 Conner,
Detroit, MI 48215