

Case Manager – Capuchin Community Services, Milwaukee, WI
The Province of St. Joseph of the Capuchin Order

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.

St. Ben's Community Meal, a program of Capuchin Community Services (CCS) operates a nightly meal program along with other services for the community. The Case Manager works to professionally and joyfully serve guests by doing the following: seek, plan, advocate for and monitor services from various human services and healthcare organizations on behalf of our guests.

ESSENTIAL DUTIES AND 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 CCS.
- Assist guests in accessing appropriate external and internal resources to meet additional needs.
- Partner with in community agencies and coalitions and also assist in the distribution of community education materials
- Help develop and nurture strong relationships with other agencies through virtual and onsite visits and phone calls in order to ensure guest access to needed services
- Maintain records as required and appropriate.
- Assist with special projects, distributions or groups within ministry.
- Lead groups and activities such as Jobs Club as directed by Assistant Director, HOP and in collaboration with Assistant Director of St. Ben's.
- Attend continuing education when appropriate to increase knowledge for serving guests.
- Assist staff when needed to ensure continuity of ministry.
- Participate actively in individual supervision with the Social Worker, currently the Assistant Director, HOP.
- Make referrals to other human service organization and healthcare agencies.
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: Bachelors in Social Work or similar field, experience with culturally diverse populations and central city environment. Ability to effectively engage with guests and deal with persons in stressful circumstances, able to handle quickly changing priorities, familiar with Milwaukee community resources, able to work a flexible schedule and travel locally. Effective Microsoft Office Skills

Interested candidates can apply by submitting a letter of interest and resume to:
employment@thecapuchins.org Include Case Manager in the subject line.

Internal candidates may apply by sending their resume or an internal application to
employment@thecapuchins.org

Review of resumes will begin immediately.