

**Case Manager– Full Time**  
**The Province of St. Joseph of the Capuchin Order – Conner**

*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.*

The Province of St. Joseph of the Capuchin Order is currently seeking a Case Manager for our Emergency Assistance Program. The primary responsibilities of this position will be to plan, seek, advocate for and monitor services from different human service agencies, health care organizations and staff on behalf of a guest.

**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 daily 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
- 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
- Represent CSK in a professional manner at all times
- Other tasks as assigned

**Qualifications:** The desired education and experience level for this position is a Bachelor Degree in Social work (required) and 4 years experience in case management, LLBSW or LBSW. Michigan Limited License Social Work required. Experience with culturally diverse populations. Familiarity with Detroit community and community resources. Skilled in Microsoft Office preferred. Multi or Bilingual preferred (Hispanic or Arabic). May require use of personal vehicle for work related travel.

Hours are 5 days a week, 8:30am – 4:30pm. 40 hours/week

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

1. Pick up an application at the Meldrum Soup Kitchen site.  
**Submit letter of interest and resume to:**
2. [employment@thecapuchins.org](mailto:employment@thecapuchins.org) Include Case Manager in the subject line.  
(Or)
3. Attention: Human Resources  
Case Manager  
The Province of St. Joseph of the Capuchin Order  
1820 Mt. Elliott Street  
Detroit, Michigan 48207