

YWCA SOUTHEASTERN MASSACHUSETTS JOB DESCRIPTION AND SPECIFICS

POSITION:	Residential Case Manager
STATEMENT OF DUTIES:	Oversee the day-to-day operations of YWCA residential programs
SUPERVISION:	Reports to the Director of Programs and Services

RESPONSIBILITIES:

- Accepts responsibility for implementing the Mission of the YWCA.
- Responsible for providing and maintaining adequate supervision and security for residential programs and its residents at all times.
- Responsible for the development and implementation of referral assessment, interview, admission and discharge procedures for residents.
- Ensures the safety, security and cleanliness of the facility.
- Oversees the enforcement of house residency rules and requirements.
- Conducts resident room inspections, resident evaluations, and provide case management.
- Develops individual service plans for all residents and meets weekly with each resident to review progress on their plan.
- Facilitates resident house meetings.
- Assumes overall responsibility for the coordinating and maintaining of resident records.
- Collects and records resident fees.
- Supervises residential staff.; Develops and oversees the implementation of procedures, which assure proper control for the purchase, inventory and utilization of supplies, furnishing, equipment, etc. necessary for the successful operation of the house.
- Attends and participates in meetings, conferences, trainings as required.

Other job-related duties and responsibilities may be assigned and/or the job description may change periodically to reflect changing organization needs.

QUALIFICATIONS:

- College degree preferred in Health/Human Services or related studies.
- Minimum two years experience working in a residential program or related field.
- Knowledge of substance abuse treatment and education.
- Excellent communications skills and writing skills, well organized and flexible.
- Commitment to team approach.
- Ability to pass a drug use screening and satisfactory response to a CORI.

YWCA Southeastern Massachusetts
20 South Sixth Street
New Bedford, MA 02740
P 508.999.3255 F 508.999.2802
E info@ywcasema.org
www.ywcasema.org

**YWCA IS ON
A MISSION**

eliminating racism
empowering women
ywca

POSITION STATUS: PART TIME/NON-EXEMPT/FLEXIBLE
20 hours per week
Includes some nights and weekends; on call
\$15.00-\$17.00/hour

THE YWCA SOUTHEASTERN MASSACHUSETTS IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Please send resume and cover letter to Catherine Bourassa, Director of Programs and Services at cbourassa@ywcasema.org

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