

## YWCA Southeastern MA Job Description and Specifics

**Mission:** YWCA Southeastern Massachusetts is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all

**Position:** Residential Case Manager

**Statement of Duties:** Oversee the day-to-day operations of YWCA Residential programs

### 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 and goals.
- Connect residents with community resources.
- Assists residents ready to transition to independent living with apartment searches.
- Facilitates resident house meetings.
- Assumes overall responsibility for the coordinating and maintaining of resident records.
- Collects and records resident fees.
- 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.
- Work with the Executive Director and Development Staff to achieve the YWCA's overall resource development and communications goals.
- Other job-related duties and responsibilities may be assigned and/or the job description may change periodically to reflect changing organization needs.

### Requirements:

- Minimum two years of 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.
- Accepts responsibility for implementing the Mission of the YWCA.
- Strong ability to maintain relationships through professional and responsive communication.
- Positive, can-do attitude and team player.
- Able to work independently.
- Driver's License and reliable access to a vehicle
- Demonstrated respect and sensitivity for cultural differences.
- Ability to resolve conflicts in group situations.
- Ability to keep confidential information and material confidential.

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

**Position Status:** Non-Exempt / Part Time / Flexible; 20 hours a week; Includes some nights and weekends; on call

**Salary Range:** \$16 - \$18 / hour

The YWCA Southeastern Massachusetts offers benefits including 50% reimbursement for individual health insurance, AFLAC supplemental insurance; earned vacation, sick time and holidays; and an excellent retirement plan.

Please send resume and cover letter by July 12th to Andrea Davidson, Director of Adult and Youth Services at [adavidson@ywcasema.org](mailto:adavidson@ywcasema.org)

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

YWCA Southeastern Massachusetts values a diverse, equitable, and inclusive workplace and strongly encourages women, people of color, LGBTQ+ folks, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. YWCA Southeastern MA is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.