POSITION TITLE:                SHELTER CASE MANAGER – DRM FACILITY

MINIMUM QUALIFICATIONS: Bachelors degree in the human services field, and a
Certified Addictions Counselor I (CAC-I) certificate. One
year experience in case management. Demonstrated
critical thinking and assessment skills. Ability to pass the
Pre-Employment Test, Criminal History Background Check,
Drug Screen, and Physical examination. Possession of
skills and personal attributes needed to perform each
responsibility described below.

ADDITIONAL SKILLS: Ability to handle multiple tasks; ability to work
independently or as part of a team.

GENERAL RESPONSIBILITIES: To supervise the operation of the shelter program with the
assistance of available Resident Specialists, personnel and
volunteers. Maintain and update all intake procedures,
shelter rules, compliance with the shelter regulations, and
admission and discharge procedures, for all participants.
Provide referrals for treatment, transitional or permanent
housing, employment, job readiness, counseling and other
services as needed. Maintain and provide statistics and
reports for submission to the Director. Prepare billing
information at each facility. Order and maintain supplies
for residents’ comfort and safety i.e., (cot, mattresses, bunk
beds, bedding, hygienic kits, disinfectant, towel, etc.).

APPLICATION: Applications available at the above address or online at
www.DRMM.org. You may fax your application along with
current resume attention Human Resources Department at
the number listed above, or e-mail it to Belinda@drmm.org

ONLY APPLICANTS WITH THE REQUIRED QUALIFICATIONS
NEED TO APPLY. ALL APPLICATIONS/RESUMES MUST BE
POST MARKED BY THE CLOSING DATE.

“PLEASE NO PHONE CALLS”