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From: Belinda Flowers
Human Resources Director
DETROIT RESCUE MISSION MINISTRIES
150 Stimson, Detroit, MI 48201
Fax: 313 / 831-2299

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”