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**From: Belinda Flowers**  
Human Resources Director  
**DETROIT RESCUE MISSION MINISTRIES**  
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**POSITION TITLE:** WARMING CENTER CASE MANAGER – LANSING SHELTER

**MINIMUM QUALIFICATIONS:** Bachelors degree in the human services field. 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 Warming Center program with the assistance of available Monitors, personnel and volunteers. Maintain and update all intake procedures, warming center rules, compliance with the regulations, and admission and discharge procedures, for all participants. Maintain and provide statistics and reports for submission. Prepare billing information at the 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](http://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](mailto:Belinda@drmm.org)

**SALARY:** **\$39,520.00/\$19.00**

**“PLEASE NO PHONE CALLS”**