



St. John the Evangelist Homeless Shelter

Job Title:	Undergraduate Case Manager Intern	Supervisor:	Lead Case Manager
Department/Group:	St. John Homeless Shelter, Inc.	Job Code/ Req#:	
Location:	411 St. John Street	Travel Required:	Minimal
Level/Salary Range:	Unpaid Internship	Position Type:	2 Positions Available Seasonal (October-May) Hours set based on practicum needs
HR Contact:	Alexia Wood, Executive Director	Date posted:	June 25, 2015
Will Train Applicant(s):	Yes	Posting Expires:	September 30, 2015
External Postings:	Shelter website and Facebook page		
Internal posting URL:	www.stjohnhomelessshelter.org		
Applications Accepted By:			
FAX OR E-MAIL: (920) 436-9765 or awood@sjehs.org Subject Line: Attention: Alexia Wood Re: SJEHS Case Manager Internship		MAIL: Alexia Wood St. John the Evangelist Homeless Shelter PO Box 1743 Green Bay, WI 54305 Attention: SJEHS Case Manager Internship	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Responsibilities for this internship position include providing a seasonal, overnight shelter for homeless adults and provision of services to the homeless population. The primary focus of this position is case management in close collaboration with Lead Case Manager to coordinate supportive, appropriate community services for guests in a manner that helps them move forward in their lives.</p> <ul style="list-style-type: none"> • Plan and implement workshops that assist guests in addressing life barriers and taking steps towards self-sufficiency • Carry a client caseload and meet with assigned guests on a regular basis to address goals and barriers • Accurately record data and guest notes, perform and routinely assess guest intake, perform all log/form reviews, coordinate referral appointments, and assist on-site agencies in service to guests • Routinely review and update guest charts for services, behaviors, needs, issues, history, trends, and follow-through on case management. • Track guest work schedules, appointments, medication schedules, and compliance with shelter rules. Record incident reports, neighborhood concerns, and guest concerns 			



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- Attend staff meetings and trainings, weekly agency meetings.
- Develop and maintain case management schedule for individual guest meetings
- Enter all pertinent guest information into guest records and daily reports.
- Communicate effectively with Lead Support and other staff for benefit of guests

Qualifications and Education Requirements

- Pursuing a Bachelor Degree in Social Work or Human Service field
- Prefer GPA of 3.0 or above
- Excellent Computer skills: Internet, MS Word,, MS Access and MS Excel
- Interest in working with following issues: mental health, substance abuse, variety of behaviors, low income and/or homeless populations, and health care

ABILITIES

- Maintain confidentiality
- Effectively work cooperatively with others
- Establish and maintain professional boundaries with guests, volunteers and co-workers
- Familiar with community resources, refers guests appropriately and tracks referrals in shelter spreadsheet
- Effectively coordinate and work in a positive manner with collaborating agencies as an advocate for homeless guests
- Communicate corrective behavior needs, actions, and consequences to staff and guests in a clear, positive, and discreet manner with a focus on desirable behavior as needed

PHYSICAL/VISUAL/MENTAL DEMANDS:

Position requires ability to respond effectively to staff, guests, collaborative agencies, and volunteers with questions and concerns in areas of responsibility. Must have an excellent command of computer software programs: Word and database software, and operate fax, copy machine and all office equipment correctly for communication purposes. Physical access to all areas of facility necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NATURE OF SUPERVISION RECEIVED:

Works under the direct supervision of the Lead Case Manager. Regular meeting and supervision with be held with the Program Manager as well.

Reviewed and Approved By:	Alexia Wood	Date:	June 30, 2015
Last Updated By:	Angela Mihalko	Date/Time:	June 25, 2015