



Position Opening

Case Manager

Mansfield – Richland County

2 Smith Avenue, Mansfield, OH

Catholic Charities – Diocese of Toledo is seeking a full-time Case Manager for its direct service ministries in Mansfield.

The Case Manager is responsible for helping stabilize families in crisis, by providing resources and supports to educate, empower and encourage, in a safe and predictable environment. They will work directly with clients to develop and implement an individual service plan, based on their specific needs. Community Health Worker (CHW) responsibilities are a core component of this position.

Primary responsibilities include:

- Provides an initial assessment of client needs and develops strategies to address these needs.
- Works closely with the client to provide ongoing help in navigating available services and resources to meet their needs and offers appropriate referrals. Completes follow-up discussions with clients, to ensure they are accessing needed services and to assess their progress. Conducts home visits as necessary.
- Assist clients in developing and working toward personal goals, intended to help them in gaining independence. These goals may include creating a budget, searching for a job, job preparedness, completing an education, attending life skills workshops/training, maintaining healthy relationships or seeking spiritual growth.
- Maintains comprehensive, ongoing client case files, ensuring accurate and appropriate documentation. Enters client data in applicable client tracking databases and tracks and reports appropriate data for monthly statistics, grant and other reporting needs.

Candidates for the position must possess:

- Bachelor's degree in Social Work, Psychology, or Sociology or a related field **and/or** equivalent relevant work experience in a social services environment. While both are preferred, a combination of education and experience will also be considered
- Willingness and ability to secure Community Health Worker (CHW) certification from the State of Ohio
- Must maintain a current driver's license, with the ability to travel within the Diocese of Toledo
- Ability to work flexible hours; evening and weekend hours may be necessary
- Successful BCI/FBI background check, prior to employment and every five (5) years
- A sincere commitment to the mission of Catholic Charities and the drive to put it into action

This is a full-time, hourly position (37.5 hours/week) with a comprehensive benefit package

Qualified candidates please submit cover letter, resume, and salary expectations to:

humanresources@toledodiocese.org