



CASE MANAGER / ADMISSIONS SPECIALIST

Saint Louise House provides long-term supportive housing to mothers with children overcoming homelessness in Central Texas. With a deep belief in the power of women to transform their lives, their families and our community, the Case Manager/Admissions Specialist partners with families to reach their individual goals and works with applicants to the Saint Louise House housing program.

Position Description:

The Saint Louise House Case Manager/Admissions Specialist is responsible for providing solution-focused/ strengths based case management services to families living at Saint Louise House to effectively support families in their efforts to achieve independence. The Case Manager/Admissions Specialist is also responsible for managing the admissions process for applicants and new program participants.

Job Duties Include

- Manages an assigned case load of program participants, including:
 - Works with program participants to develop and implement weekly service plans
 - Works with program participants utilizing a solution-focused/strengths based theoretical framework in all settings, language, and documentation
 - Makes appropriate referrals and assists program participants in accessing government and non-governmental services
 - Maintains all procedural and documentation standards as established by funding sources, program requirements, and agency requirements
- Works with the Program Director through all aspects of the Admissions process, including reviewing applications, screening applicants, conducting interviews for admissions, and coordinating move-in logistics
- Responds to requests for program information from potential applicants / community members
- Actively participates in case presentation meetings
- Responds to program participant needs as they arrive
- Maintains the office atmosphere as a therapeutic place

Qualifications:

- Current BSW licensure, required, MSW or LMSW a plus
- Proficiency in Spanish is required
- Admissions experience is a plus



SAINT LOUISE HOUSE

- Two years of case management experience with homeless women with children or relevant populations, preferred
- Experience working with survivors of domestic violence, sexual assault and women in recovery, preferred
- Experience developing and facilitating psycho-educational groups is a plus
- Extensive knowledge of Austin area social service resources, preferred