

# Heart of Hope – A Sanctuary for Women

## Care Manager

### Care Manager

The Care Manager shall be called of God, committed to serve, willing to work with staff in developing a positive home atmosphere, desiring to counsel and serve young women who may come from dysfunctional homes and may have problems and deep hurts.

#### **Qualifications:**

- a. Be a committed Christian.
- b. Be qualified based on personal character to work with expectant young women.
- c. Must have completed at least one year in an accredited school of social work and one year of experience in a family or children's agency.
- d. Be a person of demonstrated maturity, integrity and sound judgment, capable of establishing and maintaining a sound social work program and working as a part of a team.
- e. Have a neutral stance on adoption vs. parenting and have a pro-life belief.
- f. Shall not be the perpetrator in a substantiated report of neglect, abuse, nor have a criminal record.
- g. Be able to maintain proper confidentiality on all ministry issues.
- h. Be capable of providing leadership and spiritual guidance to each young woman according to her specific needs. Have a sympathetic understanding of each young woman and her unique situation.

#### **Job Description:**

- a. Under the direct supervision of the Executive Director
- b. Be responsible for leading intake and interviews from originating call to actual interview in coordination with House Manager.
- c. Be responsible for weekly sessions with each young woman to help her in her decision making, planning for the future, family challenges, and overall well-being.
- d. Be the point person for our educational team regarding resident's academic plans.
- e. Provide opportunity for group activities: options class, life skills, etc.
- f. Coordinate with House Staff and lead a monthly parent conference (IEP).
- g. Act as a liaison on behalf of young women with social service agencies and families.
- h. Lead weekly Staff Meeting (Huddle) discussing wins and challenges of residents.
- i. Be responsible for maintenance and upkeep of each young woman's file, including Individual Service Plan, progress reports, and other paperwork.

- j. Be responsible for discharge planning and follow-up for each young woman and make appropriate referrals to community resources and services needed by the young woman and her parents.
- k. Coordinate public assistance and WIC program when appropriate.
- l. Provide spiritual growth opportunities for each young woman.
- m. Establish and maintain a record of all babies surrendered for adoption until the procedure has been finalized.
- n. Utilize educational opportunities to further professional development.
- o. Assist other staff with Hope Academy, our non-residential program.
- p. Participate in social and fundraising events for the home as needed.
- q. Model good judgment and appropriate behavior including characteristics such as grooming, personal appearance, speech, and hygiene.
- r. Attends and actively participates in program team meetings.

Please email our interest to Jodi Burns, Executive Director, at [jodib@heartofhopeministry.com](mailto:jodib@heartofhopeministry.com)