

## **Now Hiring:**

# **Bethel House Director of Case Management Services**

Help lead a grassroots community nonprofit as we work towards safe housing and financial independence for families experiencing homelessness and poverty in the Whitewater area.

Bethel House is a private local nonprofit providing hope and housing to families in need in the Whitewater area. Bethel House offers three primary support systems to families: Transitional Housing, Emergency Assistance, and the 4Wheels4Families program.

The Director of Case Management services will directly handle the case management responsibilities of housed families and the distribution of emergency financial assistance.

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Hours: 40 hours per week, flexible, ability to work remotely as needed  
Compensation: \$45,000-50,000, 10 paid holidays plus 3 weeks PTO  
Reports to: Executive Director & Board of Directors

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### **Requirements:**

1. Bachelor's Degree in Social Work or related field required. Master's Degree in Social Work preferred
2. At least two years of experience in social work or a related field
3. Experience with direct case management of families
4. Experience working with homelessness/poverty
5. Ability to work independently
6. Ability to supervise staff/interns/volunteers
7. Ability to provide support to families in a compassionate, judgment-free environment

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### **DUTIES & RESPONSIBILITIES**

The Director of Case Management Services will lead all efforts related to supporting housed Bethel House Families and supporting the emergency financial assistance program & 4Wheels4Families program. Specific roles will include, but are not limited to:

- Transitional Housing Program: conducting long-term case management with housed families and interviewing potential families for housing with Bethel House
- Emergency Financial Assistance Program: short-term case management; approving/denying applications; working with Executive Director on payment processing

- Managing client intake phone calls and emails; updating contact log as needed
- Working with Executive Director on vehicle donations and family applications for the 4Wheels4Families program; working with the director on the processing of title/license plate applications
- Coordinating the Christmas program for housed and other families
- Supervising social work interns and volunteers (as applicable)
- Keeping accurate, up-to-date records on financial assistance and case management work; compiling data and reporting to the board on a monthly basis
- Working with Executive Director on processing/approval of all client-related expenses (emergency financial assistance, home repairs, etc.)
- Working directly with Client Relations committee for support/updates related to housed families
- Responsible for property management details (point of contact for house maintenance, volunteer group work on homes, etc.)

*Bethel House does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all of our staff, clients, and volunteers.*

**To Apply: email a resume and cover letter to [director.bethelhouse@gmail.com](mailto:director.bethelhouse@gmail.com) with “Direct of Case Management Services - Your Name” as the subject line**

***Applications will be accepted until the position is filled.***

*Any questions related to the position can be directed to Megan Hartwick at [director.bethelhouse@gmail.com](mailto:director.bethelhouse@gmail.com)*