

PRICELESS

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POSITION FOCUS SHEET: Volunteer Case Manager for Priceless Alaska

DETAILS: 10-15 hours/week

1. PURPOSE OF POSITION: Oversee systems related to case management for Priceless clients.

3. REPORTS TO: Priceless Executive Director and Director of Operations

4. RELATES CLOSELY WITH: Priceless Executive Director, Lead Case Manager, Volunteer Case Managers, Compassion House Manager and Volunteers, Clients, Mentors, and Network Partners

5. PRIMARY RESPONSIBILITIES:

- Assess eligibility and intake of clients (rotation monitoring emergency hotline)
- Create and support case management plan with mentors and clients
- Manage and log all client paperwork and applications/keep client files current
- Follow all case management processes and procedures
- Support mentors in relationship with client
- Regular communication with client and mentors
- Engage law enforcement communication as it relates to referrals and intake
- Comply with all procedures and processes in mentor handbook
- Attend staff and team meetings and case management team meetings
- Participate in weekly huddle
- Maintain relationships with other social service organizations, community groups, and churches

6. KNOWLEDGE SKILLS/GIFTS REQUIRED:

- Excellent leadership skills
- Professional verbal and written communication skills
- Ability to work with a variety of people
- Case management training and skills (on the job training will be provided)

POSTED DATE: 03/23/2021