



## NEW BEGINNINGS

A H O M E F O R M O T H E R S

*New Beginnings is a not-for-profit, Christian-based program sponsored by Christian Life Resources, located in Milwaukee, Wisconsin. New Beginnings offers structure and spiritual guidance for a young mother and her new baby. Mothers are invited to reside with us for up to five years following the birth of their child and remain engaged with programming in the first year on their own. During that time, they can learn the skills needed to manage a household while adjusting as a new family.*

**Position:** Case Manager

**Scheduled Work Hours:** The Case Manager is a flexible position and has the ability set her own schedule! A total of 20 hours per week is required in the office. If additional hours are needed to complete all tasks that week, hours may be completed outside the office. The Case Manager should coordinate a schedule that ensures she is in the office when residents are not in school/work to allow for effective communication.

### **Program Responsibilities:**

#### **General:**

- Conduct phone screenings, informational meetings, and Application Interviews, providing insight into the selection of new residents.
- Assist in conducting regularly scheduled events such as daily devotions, weekly group sessions, etc.
- Assure that the facility remains a safe and calm environment while on duty.
- Provide discipline and guidance when needed.
- Assist in networking with other local resources and non-profit agencies.
- Provide transportation to group night activities and exceptional (emergency) situations using the Case Manager's personal vehicle.
- Answer the phone and door; lock/unlock the common areas; allow residents to check in/out; oversee weekly chores, etc.
- Conduct regular drug/alcohol/pregnancy tests.
- Help with office organization, inventorying donations, writing thank you cards, etc.
- Housekeeping: New Beginnings is a non-profit organization – therefore, cleaning, yardwork, apartment inspections, etc. often fall to staff to be completed.

#### **Case Management:**

- Conduct goal meetings, setting weekly and monthly goals.
- Share available resources with residents when applicable, be proactive and find other resources that might not yet be known by New Beginnings and staff.
- Organize group nights and other events held for residents and staff.
- Discuss and arrange for adoption counseling when appropriate; perform informal counseling.
- Assist residents in applying for public assistance (Wisconsin Works (W-2)/Food Stamps/WIC/BadgerCare).
- Assist residents in applying for school, financial aid, tutoring assistance, and/or jobs.

**Spiritual Development:**

- Conduct daily devotions on assigned days.
- Help residents and children grow in their relationship with God and follow the God's teachings in their day to day lives.

**Reporting Responsibilities:** The Case Manager reports directly to the Home Manager. She is also responsible to the New Beginnings' Board of Directors and ultimately to the National Director of Christian Life Resources.

**Compensation/Benefits:** The starting wage for this position is \$30,000/year. Due to the line of work the hours will vary between 20-30 hours per week. The hours and days worked at New Beginnings can be flexible from week to week.

**Job Requirements:**

**Spirituality:** The Case Manager of New Beginnings must accept the doctrine and be in good standing with a congregation in fellowship with the Wisconsin Evangelical Lutheran Synod.

**Gospel Ministry:** The Case Manager is expected to model the principles of Scripture in her actions and words. The goal of all operations is to help each resident walk closer with and in obedience to God's word.

**Gender:** The governing boards of Christian Life Resources and New Beginnings have recognized the importance of a woman filling the position of Case Manager. The individual may be either single or married.

**Communication Skills:** The Case Manager needs to be able to listen actively, ask open-ended questions, provide feedback, and use appropriate verbal and non-verbal cues. The Case Manager needs to have the ability to write concise and accurate reports, documentation, and referrals, as well as effectively use technology.

**Critical Thinking Skills:** The Case Manager needs to demonstrate the ability to analyze, evaluate, and apply information and be able to make informed decisions and solve problems.

**Interpersonal Skills:** The Case Manager must work well with others and under the direction of the Home Manager. She should seek to reinforce and support the policies of New Beginnings to the residents as established by the staff and New Beginnings' Board of Directors. Interpersonal skills include managing conflict, negotiating, and mediating, as well as demonstrating professionalism, integrity, and accountability.

**Organizational Skills:** It is important to be efficient in planning, prioritizing, and managing your time, tasks, and resources as well as the residents.

**Special Note:** *As a rule, the staff should NOT provide childcare services. Residents are encouraged to find their own childcare services and to use public transportation. Staff vehicles are to be used to provide transportation to group night activities and exceptional (emergency) situations. Under no circumstances are residents permitted to operate staff personal vehicles.*

Please contact Chelsea Adair at (414) 216-4561 or [chelseaa@homeformothers.com](mailto:chelseaa@homeformothers.com) for additional information on the position and/or and application.