



# MISSION

WACO | WORLD

<b>Job Description</b>	
<b>MWMW Position Title</b> (type in CAPS): <b>ARK ADVISOR – CASE MANAGER</b>	
<b>Staff Group:</b>	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input checked="" type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
<b>Immediate Supervisor:</b> Associate Executive Director – Operations/Mobilizing	
<b>Immediate Subordinates:</b> Resident volunteers Full-time (30+ hrs/wk): Part-time (up to 29 hrs/wk): Work-Study:	
<b>Status:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	<b>Position Originally Created:</b> 1999
	<b>Date Last Revised:</b> 2022
<b>Hours Per week:</b> average of 10 hrs/wk. Schedule depends on program needs, and will likely include some evening and/or weekend appointments. Other than that, schedule is flexible based on need and availability of case manager and residents.	
<b>General Summary:</b> The Ark Apartments, a program of Mission Waco, is an intentionally diverse Christian-living community. Residents come from diverse walks-of-life, income, education, race/ethnicity, etc. There are 18 units. Ages range from children to senior citizens, and include families and single adults.	
<b>Critical Functions and Responsibilities</b>	
1. Screening all applications. This means following up with each applicant for phone or personal interview, reviewing application with them, checking references, checking other relevant dates (sobriety, criminal, previous housing, etc), background check.	
2. Point of contact for all housing fee issues for current and new residents: determining applicable housing fee, following up on late payments and/or community care plans as needed when housing fees and late fees are not paid by 20 <sup>th</sup> of month.	
3. Meeting with residents about life goals “Life Plan” – individually and/or in coordination with Ark Life Team. Goal is 2 times a year per person.	
4. Following up on other Community Care Plans as needed. Working in coordination with Ark Life Team team and MWMW associate executive director.	
5. Being available for coordinating crisis care, if there are needs or follow-up beyond what the community can take on in the interim period.	
6. Attend Ark Life Team meetings and Ark community events (as schedule permits, but as often as possible) to become familiar with and be available to the community.	

*The functions and responsibilities contained in this Position Description are not all inclusive.  
Other duties and requirements may be assigned at any time.*

<b>Additional Functions and Responsibilities</b>	
1. Attend MWMW staff meetings as schedule permits, but as often as possible.	
2. Participate in Giant Worldwide leadership and communication assessment and training as provided by MWMW.	
3. Other duties as assigned or agreed.	
<b>Requirements/Preferences</b>	
<b>Minimum skills and knowledge required:</b> 1. Familiarity with Waco area resources for case management 2. Case management or related experience with adults and/or families.	<b>Skills and knowledge preferred:</b> 1. 5+ years Case management experience 2. Can articulate an understanding of issues related to poverty and wealth that impact health, wellness, spirituality, etc. 3.
<b>Minimum previous experience required:</b>	<b>Previous experience preferred:</b>
<b>Minimum education required:</b> High School graduate	<b>Education preferred:</b> College and/or case management training a plus.
<b>Minimum communication skills required:</b> 1. Email, texting, GroupMe posting, some basic computer skills 2. Conflict resolution skills in context of community	<b>Communication skills preferred:</b> 1. 2.
<b>Special training, certification or licensing required:</b> 1. 2.	<b>Special training, certification or licensing preferred:</b> 1.
<b>Behavioral, emotional, mental requirements:</b> 1. Able to form healthy relationships and boundaries with residents 2. Able to be an empowering leader/encourager for resident volunteers 3.	
<b>Other requirements:</b> Mature Christian  <b>Other preferences:</b> Life call to serve the poor and marginalized a plus.	

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