



MISSION

WACO | WORLD

Job Description	
MWMW Position Title: Case Manager – Meyer Center and My Brother's Keeper	
Staff Group:	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Director <input type="checkbox"/> Retail Manager <input type="checkbox"/> Program Coordinator <input checked="" type="checkbox"/> Program Staff <input type="checkbox"/> Retail Staff <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> _____
Immediate Supervisor: Director of Meyer Center and Social Services	
Immediate Subordinates: Volunteers, and Interns	
Status <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: August 2020 Date Last Revised: August 2022
Hours Per week: 25 – Case Management	
General Summary This person is responsible for overseeing participants in their case load, as assigned by Director of Meyer Center and Social Services. Most participants either are currently or have previously experiencing homelessness or are temporarily residing at MWMW's My Brother's Keeper shelter.	
Critical Functions and Responsibilities	
1. Assisting participants with their plans and goals assigned by Director.	
2. Working with Participants to set appointments, making sure they have proper ID.	
3. Identify resources to assist with employment, housing, disability, etc.	
Additional Functions and Responsibilities	
1. Attend monthly Mission Waco Staff meetings, Meyer Center/ Social Services Staff meetings, HMIS and Coordinated Entry meeting with the City of Waco, and trainings as scheduled	
2. Make reports available to the Director of Meyer Center and Social Services, and Associate Executive Director of Programs	
3. Participate in Giant Worldwide leadership/communication development curriculum as offered by MWMW.	
4. Fill-in at front desk at Meyer Center on occasion.	
Requirements/Preferences	
Scope of responsibility: Meeting with Participants who are seeking services through the Meyer Center.	
Minimum skills and knowledge required: 1. Basic knowledge in Microsoft Office 2. Basic understanding of Christian Community Development principles and philosophy	Skills and knowledge preferred: 1. Advanced knowledge in Microsoft Office 2. Advanced understanding of Christian Community Development principles and philosophy

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

Minimum previous experience required: 1 year working with homeless population	Previous experience preferred: 3-5 years working with homeless population
Minimum education required: Some college or Bachelor's Degree	Education preferred: Bachelor's Degree in Social Work
Minimum communication skills required: <ol style="list-style-type: none"> 1. Must have excellent interpersonal skills – able to communicate appropriately and compassionately under pressure. 2. Represents Mission Waco's values with all program participants. 	Communication skills preferred: <ol style="list-style-type: none"> 1. Has excellent ability to communicate. 2. Bi-lingual in Spanish and English
Special training, certification or licensing required: <ol style="list-style-type: none"> 1. HMIS Training 2. De-escalation Training 	
Behavioral, emotional, mental requirements: <ol style="list-style-type: none"> 1. Must be a strategic thinker. 2. Must have solid financial and organizational acumen. 	
Other requirements: Able to keep flexible hours. Some light lifting (25lbs). Ability to serve in a fast-paced, high-pressure environment.	
Other preferences: Preference for someone of mature Christian faith who represents MWMW values as a Christian faith-based non-profit.	

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