

**Case Manager – Full Time (40 hours)**  
**The Province of St. Joseph of the Capuchin Order – Capuchin Soup Kitchen**

*Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.*

As a member of the Services Center team, the Case Manager works at various CSK sites joyfully serving guests by doing the following: seek, plan, advocate for and monitor services from various human services and healthcare organizations on behalf of our guests.

**Responsibilities:**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Assist with the development of systems, policies, and procedures that support the planning and implementation of programs
- Conduct interviews to assess guest viability and fit within the Capuchin Soup Kitchen case management guidelines
- Assist guests in accessing appropriate external and internal resources to meet additional needs
- Assist guests to develop goals, monitor case plans, review guest goals and action steps keeping accurate records
- Partner with in community agencies and coalitions and also assist in the distribution of community education materials
- Help develop and nurture strong relationships with other agencies through virtual and onsite visits and phone calls in order to ensure guest access to needed services
- Participate actively in individual supervision with Manager
- Assist staff when needed to ensure continuity of ministry
- Demonstrate ability to successfully deal with persons in stressful circumstances and quickly changing priorities
- Attend continuing education when appropriate to increase knowledge for serving guests
- Comply with Province and ministry policies, procedures, guidelines and standards

**Qualifications:** Bachelors Degree in Social work, experience with culturally diverse populations, effective Microsoft office, communication, problem solving interpersonal and organizational skills; ability to be welcoming and professional, travel locally and maintain confidentiality, effective skills in guest intervention, assessment and documentation, familiarity with Detroit community and community services or ability to learn

**Review of resumes will begin immediately.**

Interested candidates can apply by:

2. **Submit letter of interest and resume to:**  
[employment@thecapuchins.org](mailto:employment@thecapuchins.org) Include Case Manager in the subject line.  
(Or)
3. Attention: Human Resources  
Re: Case Manager  
The Province of St. Joseph of the Capuchin Order  
4390 Conner  
Detroit, MI 48215