Lynn Shelter Association provides shelter, supportive case management services and housing solutions to people experiencing homelessness in Greater Lynn. Our service are designed to foster self-sufficiency and a return to independent life as quickly as possible.

Lynn Shelter Association is seeking a full-time Case Manager at our Family Shelter. This position will provide case management services to program participants, will include initial and ongoing assessment, with follow up and referrals to community based services and will be the primary point of contact for each assigned client.

**Educational Requirements:** Bachelor’s Degree preferred, Associate’s degree or equivalent (minimum of 34 credit hours) in Mental Health, Psychology/Social Services or Substance Abuse.

Principal Responsibilities:

Assist clients in the development of a Housing Service Plan

Coordinate and oversee the case management of population

Develop and implement a comprehensive service plan for clients

Assist clients in attaining goals and objectives, including benefit search, education, employment, medical/health benefits, budgeting, parenting, mental health, etc.

Act as main liaison with referral sources

Coordinates services with DTA, housing, shelter staff and other service providers

Daily recording in log and SOAP notes

Reports clients progress on a weekly basis to Program Director

Holds regular scheduled meetings with clients

Provides orientation and ongoing monitoring of program rules and services to new residents

Compiles and maintains case records and files

Facilitates community-based networking for linkage and referral services

Conducts weekly community meetings with residents

Lynn Shelter Association is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status or disability status.

To apply, please email cover letter and resume.

To learn more about Lynn Shelter Association visit www.lsahome.org