



The Lighthouse
FOUNDATION

The Lighthouse Foundation

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Full-Time Case Manager Position with The Lighthouse Foundation

The Lighthouse Foundation is a Christian Nonprofit Organization that encourages others to find hope in Christ by meeting their immediate needs and empowering them toward self-sufficiency. The Transitional Housing Case Manager Position will provide case management services to the 18-21 units within the Transitional Housing Program.

Case Manager Responsibilities

- Frequent contact with clients, community leaders, Lighthouse Foundation staff members, volunteers, churches, non-profits, and community service providers.
- Preparing and maintaining client records
- Assisting residents in developing a short and long-term goal plan
- Helping residents identify strengths, supports, barriers, and resources
- Providing and/or arranging for needed supportive services to aid in the fulfillment of goals
- Meet with residents at least weekly to discuss goal progress and provide assistance
- Weekly communication with Resident Managers
- Regular communication with the Housing Director
- Data collection within HMIS and E-Systems programs
- Participation in Lighthouse Foundation's bi-weekly staff meetings as well as quarterly Transitional Housing meetings
- Provide transportation for residents toward goal-related activities
- Helping plan and coordinate events/services offered to residents as needed
- Oversee the implementation of Jobs for Life classes, parenting classes, and Faith and Finances programs.
- Other duties as assigned

Work Hours and Benefits

- Monday through Friday; Flexible 40-hour work week
- Occasional nights and weekends as necessary.
- Two weeks' vacation and five personal days
- Additional paid time off for Holidays
- Medical benefits with the option to add vision and dental
- Aflac offered along with memberships to Armco and USX Credit Unions
- A robust and supportive work environment where being a "team" is a priority

Case Manager Skills and Qualifications

- Accurate and timely documentation submission
- Analyzing information
- Decision making
- Written and Verbal communication
- Conflict resolution with de-escalation
- People management- able to communicate effectively with family units as a whole
- Ability to work independently and with a team
- Ability to carry out the mission of The Lighthouse Foundation

Education and Experience

- This position is full-time and a direct report to the Director of Transitional Housing for direction, feedback, and performance.
- Applicants should possess a valid PA driver's license
- Applicants should hold a bachelor's degree in a social science or related field OR have 3 three years of verifiable experience working in the social service field.
- Experience supporting individuals with disabilities, mental illnesses, or challenging behaviors highly preferred
- Must be able to obtain Act 33/34 clearances