



## **Job Description- Case Manager**

### **Reporting to-Program Director**

#### **Position summary**

The Case Manager is responsible for the management, supervision, and day to day workings of the organization's Life Recovery Home Program in accordance with the standards set out by the Advisory Board. The Case Manager participates in strategic planning, outreach, and in problem solving. He/she works within the guidelines, policies and mission of The Lighthouse and will be accountable and responsible for specific projects as assigned.

#### **Duties and responsibilities**

##### **Program**

- Responsible for the supervision, evaluation of all the activities in regards to our Life Recovery Groups during their shift
- Responsible for tracking data and reporting on that data
- Supervise our Life Recovery Home Program, including collection of counseling service fees, managing the residents, supervising the cleanliness, repairs, and overall condition of our homes
- Assist with transportation services, or arranging transportation services for residents
- Assist with case management of budgets, appointments, medication management, drug screens, health of residents, insurance, and other similar case management needs
- Assist with events for residents to build community
- Assist with growth and expansion of agency, including events, and fundraising as needed
- Assist with jail outreach program and other assigned duties
- Provide biblically based counseling or direction as needed

#### **Qualifications**

- 4 year degree in, biblical studies or related field, e.g. counseling, health or education (desired but not required)
- Biblical Counseling certification desired (or desire to pursue certification)
- Strong problem solving and group leadership skills
- Minimum of 2 years sober and lives a sober lifestyle (all substances)
- Ability to interact with people of all ages and cultural backgrounds
- Ability to work independently and as part of a team
- Sound computer skills
- Effective oral and written communication skills
- Ability to work flexible hours, shifts, and weekends as needed
- Access to a vehicle and valid state license
- Agrees with and lives out The Lighthouse statement of faith
- Ability to be assertive

For more information, please submit resume to [biblicalliferecoverycenter@gmail.com](mailto:biblicalliferecoverycenter@gmail.com) or contact Dr. Brandon Bower at 260-255-6413.