

## **Emergency Services Case Manager**

Laurel Advocacy and Referral Services, Inc. (LARS) is a non-profit organization located in Laurel, Maryland. For close to 30 years, we have supported homeless and low-income people in the Greater Laurel area by enabling those who are in crisis to achieve stability and long-term self-sufficiency. Please visit [www.laureladvocacy.org](http://www.laureladvocacy.org) to learn more.

We envision a community that treats all people with dignity and helps everyone meet their basic needs. We are currently seeking a dynamic, organized, and passionate individual for the position of Emergency Services Case Manager. This individual will provide crisis case management to clients seeking emergency assistance and support agency outreach efforts. This is a part-time position, and the required work hours are Monday from 8:30 am – 7:30 pm, and Wednesdays and Fridays from 8:30 am – 3:30 pm.

### **Primary Responsibilities:**

1. Meet with and assess needs of individual clients and families;
2. Through consultation with LARS personnel and area agencies, develop a case plan to meet clients' identified needs;
3. Document client services on Homeless Management Information Systems (HMIS) and other LARS databases within 24 hours of interaction;
4. Maintain organized records for grants used to assist crisis center clients;
5. Prepare bags of food for clients and help maintain LARS food pantry operations;
6. Develop and maintain working relationships with community stakeholders;
7. Provide outreach on Monday nights to homeless clients residing at the Laurel Winter Shelter (program runs November - March).

### **Additional Responsibilities:**

1. Attend meetings as approved or designated by supervisor.
2. Work every Monday evening until 7:30pm (Wednesday evening when a Holiday falls on a Monday).
3. Lifting up to 50 pounds, and carrying the weight for short distances that include steps;
4. Other related tasks as assigned by supervisor.

### **Education/ Licensure Requirements:**

- Bachelor's Degree in any Human Service Field, preferably social work.

### **Experience Necessary/Desired:**

- Understanding of crisis intervention;
- Excellent interpersonal, communication, and writing skills
- Ability to work with diverse populations, including women, minorities, elderly;
- Capability to work with mentally ill/substance abusing populations in respectful and compassionate non-judgmental manner;

- Familiarity with resources for clients in the Greater Laurel area (preferred).
- Able to work independently and collaboratively;
- Intermediate computer skills (Microsoft Office, word processing, internet searching, etc);
- Pass criminal background checks;
- Spanish speaking a plus.

**Compensation:**

Starting salary \$15 an hour with paid time off (PTO), and holidays.

**To Apply:**

Please email your cover letter, resume, and salary requirements to [sguzman@laureadvocacy.org](mailto:sguzman@laureadvocacy.org). Please reference “Emergency Services Case Manager” in the subject line. No phone calls please.

LARS is an equal opportunity employer. EOE