

## Job Posting – St. Vincent de Paul Supportive Housing

Position: Case Manager – Full-time  
8:30 AM to 4:30 PM

Position Manager: Gail Gordon, LSW, Program Manager

Posting Period: January 23, 2012 through February 10, 2012

### Application Process:

Mail a resume and/or a Letter of Interest to Gail Gordon, Society of St. Vincent de Paul, 15 S. St. Clair St., Dayton, OH 45402 requesting consideration for the position and providing supportive documentation of your qualifications. **If you are a current employee of St. Vincent de Paul, you must inform your current manager of your interest in this position.**

### Summary of Position Responsibilities:

Position supports the Vision, Mission and Values of the Society of St. Vincent de Paul. This position exists to provide intensive and comprehensive case management to homeless families who are working to build skills and overcome barriers to permanent housing. Position promotes individual stability through the provision of a wide range of supportive services. Services are provided in clients' homes and in Case Manager's offices.

### Qualifications:

Position requires a female due to the nature of the work  
Minimum of AA in mental health and/or related field required; LSW preferred  
1-3 years proven experience working with people with very low incomes, mental health and/or alcohol and other drug issues  
Knowledge and understanding of homelessness and poverty  
Must be able to relate well and effectively engage with a culturally diverse population  
Good communication skills – both verbal and written  
Good computer skills  
Must be flexible, creative, and self-motivated  
Must be able to stand or walk for extended periods  
Must be able to lift up to 25 pounds  
Must be able to pass a drug screen and a background check  
Must have valid drivers' license