

Case Manager Job Description

Hours: 10 hours per month, flexible schedule, some remote work possible

Compensation: \$400 monthly

Our Organization:

Bellevue First United Methodist Church is a small, progressive, open and affirming, intergenerational community, located close to downtown Bellevue. As an inclusive community, we exclude no one based on their gender and gender expression, sexual orientation, race, socioeconomic background, ability, or religion. Our community is where we join with others to do the work that Jesus set before us: to love one another and play a role in transforming the world.

Historically Methodists have demonstrated a concern for social justice, at times taking unpopular positions on controversial issues such as the slave trade, health care for the poor, the cruel treatment of prisoners, and education for all. At Bellevue First United Methodist Church, we acknowledge the harm that has been perpetuated by organized religion throughout history, both within the United States and worldwide. We work as a community to reduce harm with intention, and to positively impact the communities which we reside within.

Bellevue First United Methodist Church believes in a neighborhood model of care. We strive to be caring and responsible neighbors, both as an organization and as individuals. We believe that being responsible neighbors means listening and learning.

Position Description:

We are looking to add a Case Manager to the staffing team at Bellevue First United Methodist Church. Bellevue First United Methodist Church has built a standalone efficiency apartment that will be available for a single person or a family experiencing housing insecurity to live in, free of cost. This purpose of this position is to support the individual or family residing in the unit. In this position you would be expected to meet with the housing client on a regular basis (est. weekly, under an hour), and use the other paid time to prepare for that meeting. The case manager should work with the tenant to come up with goals and/or plans for what they would like to achieve during their stay in the unit. The case manager will assist in determining the right length of stay, usually between 3-9 months. When necessary, the case manager can also advocate for an extension to this housing agreement.

Responsibilities include:

- Build and maintain relationship with housing client
- Assist and support housing clients in creating S.M.A.R.T. goals
- Assist and support housing clients in meeting S.M.A.R.T goals
- Assess whether client is meeting their goals, or working towards meeting their goals
- Act as a liaison for housing clients and Bellevue First United Methodist Church
- Act as an advocate for housing client
- Utilizing a small budget to support client
- Meetings with Bellevue First United Methodist Church leadership

Desired Qualifications

- Experience in case management or relevant field, or demonstration of skills necessary to be successful in this position
- Commitment to social justice
- Knowledge of applicable resources in Bellevue, and surrounding areas
- Excellent judgement and communication skills
- Prompt communication and responsiveness

To apply, please send a resume and cover letter to staff@fumcbellevue.org

For more information please visit fumcbellevue.org/employment