

**POSITION VACANCY ANNOUNCEMENT**  
**CASE MANAGER – PART TIME**

Micah House seeks a dynamic case manager to work with clients in recovery. Highly qualified candidates will have proven experience helping women with diverse backgrounds in recovery prepare to live independently.

**About the Micah House**

Micah House is an independent 501(c)(3) organization in NW Washington, DC, which serves as a safe place and springboard for up to 4 women eager to make the transition to productive, stable, independent lives. Unlike many transitional homes, residents can live in Micah House for two years. While 24-hour aid is available if needed, the women live and work without resident supervision. In this way, those genuinely invested in recovery from alcohol or substance abuse can make the move to self-sufficiency, while benefiting from mutual support in this family-style setting. Residents pay a modest rent and—through a savings incentive program—are encouraged to prepare for their next move into a rented apartment or their own home.

**The Position**

The Micah House case manager works with the women individually and as a group to help residents navigate mental and physical health services, job preparation and application processes, housing programs, financial management and services, and other DC services available to them which are needed to prepare for independent living.

**Key Responsibilities**

- Maintain a strong current network/knowledge of DC social service resources to support residents and fill house vacancies
- Meet individually with each Micah House resident at least two times per month to develop and implement individual plans for self-sufficiency
- Document and report each resident's progress toward goals to the board monthly
- Administer drug tests
- Meet with the residents weekly as a group to help them maintain productive relationships
- Provide off-hours support as needed
- Fill house vacancies, including recruiting, screening and interviewing potential residents and working with the Board and residents to make final recommendations

**Required Qualifications:**

- Bachelor's Degree
- 2+ years experience in social services
- 2 + years case management experience
- Knowledge of, and ability to refer residents to, programs and services that address unemployment, mental and physical health, recovery, educational opportunities, housing programs, and other support, provided by the District of Columbia, federal government and other sources.

**Schedule:** minimum 10 hours per week, times coordinated with clients' schedules. Additional time as necessary and agreed to with the Board.

**Knowledge, Skills & Abilities Required:**

- Strong current network/knowledge of DC social service resources to support residents
- Ability to educate residents on how to access and use community resources
- Ability to develop and manage a case plan for each resident with the goals of strengthening substance abuse recovery and helping with steps to become more self-sufficient, such as job training and job search assistance, credit repair, mental and physical health, parenting, and finding independent housing upon leaving Micah House.
- Ability to communicate effectively, including writing effective case plans, documenting progress, teaching/motivating residents and meeting with the Board.
- Ability to use sound judgment to respond in crisis situations, work independently, and establish and adhere to strong professional boundaries.
- Knowledge of family/group/individual behavior and dynamics and sensitive to diverse cultural backgrounds

**Reports to: Board of Directors**

**Closing Date: Open Until Filled**

**Compensation**

This position works as a 1099 independent contractor to Micah House. Competitive hourly rate based on experience.

**To Apply**

Please email, preferably as one PDF and a cover letter with compensation requirement, resume, and three references to: micahhousejobs@gmail.com.

Please include "Case manager application: {name}" as the subject. Micah House will not contact references without prior notification to candidates.

***Micah House is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, national origin, sex, gender identity or expression, sexual orientation, age, marital status, personal appearance, family responsibilities, genetic information, disability, matriculation, political affiliation, veteran status, or liability for service in the Armed forces of the United States. Micah House is a Drug and Alcohol Free Workplace.***