

# **JOB OPENING - Haven House Inc.**

## **CASE MANAGER**

Nonprofit domestic violence services agency

Haven House, Inc., provides domestic violence services and shelter for all of Sandoval County and is seeking motivated, dedicated individuals for Case Managers, 20-40 hours per week, to work with clients to provide, coordinate, and document direct client services.

Requirements: High School Diploma/GED and provider-specific crisis intervention training. Must be extremely reliable and possess excellent staff-client professional boundaries. Skills in written documentation/record keeping and interviewing. Must be able to pass a background check.

Job duties: Case managers work primarily with clients who stay in shelter. Respond to crisis calls and do “phone intakes” and in-shelter intakes. Conduct client service assessments and work with each client to draft a service plan to include goals appropriate to client’s needs and wishes. Meet regularly with clients to achieve their individual goals, as described on their service plans. Refer/introduce clients to, and advocate on their behalf with, agencies and organizations that provide services Haven House does not provide directly, such as housing assistance, job training, therapeutic preschool, and/or health care. Carefully record and document all client services in standard formats. Also may be assigned other duties appropriate for employee’s particular strengths and interests. Bilingual and previous domestic violence experience a plus.

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Part time  
Haven House will provide domestic violence training.

***Please send resume and letter of interest  
by email to [roberta@havenhouseinc.org](mailto:roberta@havenhouseinc.org)***

**INTERVIEWS WILL BEGIN IMMEDIATELY.**

**Haven House is an equal opportunity employer.**