

## House of Ruth Job Description

**Position Title:** Glade House Case Manager  
**Immediate Supervisor:** Director of Clinical Services  
**FLSA Classification:** Full Time/ Non Exempt

### Job Summary:

The Glade House Case Manager provides case management to residents of House of Ruth's Glade House emergency shelter and single resident occupancy (SRO) group facility. The case manager acts as primary contact with the 13 adult residents in managing their treatment plan to achieve individualized goals that emphasize obtaining safe, stable housing and increased financial resources. Schedule is 1<sup>st</sup> shift Monday through Friday, with rotating on-call duties.

### Minimum Qualifications:

- Master's Degree in a social services field required.
- Kentucky license preferred (CSW, LPCA, LCADC, LPATA, MFTA, LPCC, LMFT, LPAT, or LCSW). Candidates who are not yet licensed, but expect to meet the licensure requirement within 90 days after hire date, are encouraged to apply.
- Equivalent of one year experience working as case manager with individuals who are homeless, HIV-positive, or coping with addiction, mental illness, or chronic illness.
- Basic computer skills including Microsoft Word, Excel, and database management.
- Professional and/or personal understanding of the 12-Step Recovery Model.

### Responsibilities:

1. Assist Director of Clinical Services with intake assessments for new clients.
2. Provide intensive case management for 13 residents through face-to-face meetings multiple times weekly as required to respond to client needs in completing treatment plan.
3. Develop and implement client life skills activities.
4. Collaborate with Director of Clinical Services to maintain the Glade House physical facility and therapeutic milieu.
5. Work as integral member of housing/treatment team, including the onsite Recovery group for HIV-positive individuals coping with addiction.
6. Provide basic monitoring of Glade House activities and residents.
7. Serve as a client advocate and provide necessary resources/referrals to higher levels of care and community providers as needed.
8. Maintain required documentation (e.g., client database, statistical data, client files, treatment plans).
9. Participate in House of Ruth special events, including periodic family holiday celebrations, Louisville AIDS Walk, and agency fundraisers.
10. Must have automobile with valid insurance available for work duties. Mileage reimbursement provided.
11. Additional, selected responsibilities or tasks to be performed from time to time may be required.

### Physical Requirements:

Physical exertion requirements other than routine, e.g., off- and on-loading, carrying, lifting, or other movements related to the work of the position, will be undertaken with the advice of the supervisor.

**To apply:** please submit resume to Deloris Johnson, [djohnson@houseofruth.net](mailto:djohnson@houseofruth.net). Thank you for not telephoning about the status of your application.