

StabilityFirst

FOUNDATIONS HOUSE

Job Description: Case Manager

Reports to: Administrator

Status: Non-Exempt

Salary Range:

Stability First

Our Mission

Putting Christian principles into action, by providing transformational individualized programs and transitional housing for men and women seeking recovery from addiction and life-controlling challenges.

Visit www.StabilityFirst.org/whoweare for more information.

Stability First Foundations House

Stability First Foundations House, our men's transitional recovery house in Martinsville, Indiana, is opening later this year. Our new facility will offer a range of services including Christian-centered support groups, Intensive Outpatient Therapy (I.O.T.), case management services, and more.

Hiring

We are seeking a full-time Case Manager to join our team at Foundations House. In this essential role, you will engage directly with residents, helping them achieve their individualized goals and supporting their journey toward recovery. As a Case Manager, you will play a key part in improving the physical, mental, and emotional well-being of our residents, working closely with them to reach financial and housing stability. The ideal candidate is passionate about making a meaningful difference in the lives of men in recovery.

Roles & Responsibilities

To create a safe place for recovery, resident engagement, modeling positive behaviors/choices, upholding accountability, and advocating for equity. They will work in coordination with other Foundations House team members including the Administrator, Case Managers, and Resident Support Specialists, as well as, with community partners with whom residents are engaged.

Specific Duties

- Engage and Support
- System Navigation
- Care Coordination
- Documentation
- Case Load Management
- Treatment Plan Development
- Legal and Ethical Practice
- Case Conferences and Staff Meetings
- Strengthen Communities

The job description will change as needed to fulfill the mission of Stability First's Foundations House.

Competencies

- Data Collection and Entry utilizing EMR
- HIPPA/CFR 42 Standard
- Trauma Informed Care Model
- Client-Centered Treatment Planning
- Substance Use Disorder Treatment
- Crisis Intervention
- Organization
- Problem Solving
- Microsoft and Word

Required Credentials and Experience

- High school diploma or equivalency
- Preferred but not required Certified Health Worker (CHW)
- Preferred but not required Certified Recovery Specialist (CRS)
- Experience in residential programming is helpful but not required
- Prior experience facilitating groups helpful but not required
- Five years of sobriety if in recovery

Required Training provided by Stability First's Foundations House (if not current)

- Universal Health precautions training within 90 days from the date of hire
- CPR (adult) certification within the six months from the date of hire
- First Aid certification within six months of date of hire
- Cultural Competency Training within the first six months of hire date

Required Background Check:

- National criminal history registry and sex offender registry will be completed before employment
- Stability First/Foundations House are second-chance employers.
- Individuals required to be placed on the sex offender registry are ineligible for employment with SF/MH due to the number of children.
- Individuals with felony backgrounds will require further information before employment.

Next Steps:

For more information about this position, please contact Robin Wonnell, Director of Operations, at 317-447-5439 or rwonnell@stabilityfirst.org.

For more information about Stability First and our ministries, please visit: www.stabilityfirst.org