

# Outreach

## Community Ministries

Restoring Hope,  
Providing Opportunities

### POSITION AVAILABLE

Outreach Community Ministries, Inc. (OCM) is a Christian, community service organization seeking to attract and hire a diverse staff of highly competent professional employees.

**Position Title:** Part-time Case Manager

**Division:** Outreach Community Center in Carol Stream

The Outreach Community Center in Carol Stream is a multi-purpose, neighborhood resource center serving a low-income, ethnically diverse neighborhood. Services include counseling, casework, mentoring, community development and after-school programs for children and youth.

**Job Responsibilities:** The Case Manager is responsible for the implementation of case management services to Carol Stream individuals and families who are in crisis or seeking to improve their situations. Specific responsibilities include managing client emergency funds, liaising with landlords to advocate for clients for rental assistance, processing Illinois government rental applications for clients in direct collaboration with landlords and navigating an Illinois government web portal. Administrative responsibilities include maintenance of casework and grant required documentation.

**Requirements:** Bachelor's degree in social work or related field required. Demonstrated skill in assessment, engagement and collaborative problem solving with clients. Knowledge of public systems and resources. Demonstrated sensitivity to the needs of low-income and culturally diverse populations. Proficiency in Microsoft Word and Excel. Strong organizational and communication skills. A Commitment to Outreach Community Ministries' Statement of Mission and Faith is required. Valid Illinois driver's license, good driving record and reliable vehicle. Bilingual preferred (Spanish & English). Previous case management experience preferred.

**Status:** Temporary. Part-time at 20 hours/ week until December 2021. Schedule to include M-F with daytime hours and at least one evening each week to meet client needs.

**Compensation:** The hourly rate for this position falls between \$16 and \$18 per hour based on education, experience and language ability.

**Apply Online:** [www.outreachcommunityministries.org](http://www.outreachcommunityministries.org)

**Posting Date:** August 19, 2021

OCM complies with all applicable state and federal laws pertaining to nondiscrimination in employment, including nondiscrimination on the basis of race, color, sex, national origin, age, and disability. As a religious organization, OCM reserves the right to make employment decisions based on its religious identity, as permitted by state and federal law.

---

Restoring Hope, Providing Opportunities

373 S Schmale Rd. Suite 102, Carol Stream, IL 60188 • 630.682.1910